

The Board of Supervisors met on 12/9/25 at 10:00 a.m. in the Story County Administration Building. Lisa Heddens and Latifah Faisal, with Heddens presiding. Linda Murken absent. (all audio of meetings available at storycountyiowa.gov); any resolution is effective upon signature and can be inspected during business hours, Monday-Friday, 8-4:30, at 900 6th Street, Nevada, Iowa)

ADOPTION OF AGENDA: Heddens stated Additional Items #2 is to be removed. Faisal moved, Heddens seconded adopting the agenda with noted change. Motion carried unanimously (MCU) on a roll call vote.

RECOGNITION OF RETIREMENTS FOR RHONDA SYKES WITH 20 YEARS OF SERVICE TO STORY COUNTY AND KEVIN NORRIS WITH 12 YEARS OF SERVICE TO STORY COUNTY: Auditor Lucy Martin provided extensive detail on both Sykes and Norris, their many contributions to the County, and their years of service. Lieutenant Elizabeth Quinn, Sheriff's Office, spoke about Norris, her father, and his lifetime service to the County and the nation. The Board thanked both Sykes and Norris for their great service to Story County.

EMERGENCY MANAGEMENT QUARTERLY REPORT: Coordinator Melissa Spencer highlighted items from her written report, including weather events, social media presence, projects, grant funding, virtual technology, and the remodel of the Emergency Operations Center (EOC).

ENVIRONMENTAL HEALTH QUARTERLY REPORT: Director Kimberly Grandinetti highlighted items from her written report including a pilot program for pool reconstruction inspections, radon testing, field inspections, tanning inspections, private well grant, and staffing.

MINUTES: 12/2/25 Minutes – Faisal moved, Heddens seconded approving 12/2/25 minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) new hire, effective 12/11/25, in a) Sheriff's Office for Bella Porcelli @ \$2,189.60/bw; 2) pay adjustment, effective 12/14/25, in a) Attorney's Office for Amie Cerka @ \$34.41/hr; Natalie Lopez @ \$4,400.78/bw; b) Board of Supervisors for Stephanie McCarty-Frey @ \$29.67/hr; c) Sheriff's Office for Clark Blau @ \$2,904.80/bw; Nathan Gruis @ \$3,400.80/bw; Tammy Sonich @ \$23.51/hr; Izabell Voelker @ \$2,288.00/bw.

Faisal moved, Heddens seconded approving Personnel Actions as presented. Roll call vote. (MCU)

Faisal moved, Heddens seconded approving the Consent Agenda as listed.

1. Agreement between Story County and Adkins Election Services for Firmware Maintenance for election hardware (\$7,500.00) and two firmware licenses (\$4,000.00), effective 1/1/26-12/31/26
2. Agreement for Software Licenses between Story County and Adkins Election Services for election equipment, effective 1/1/26-12/31/26, for \$12,051.00
3. Agreement for Machine Maintenance between Story County and Adkins Election Services for election equipment, effective 1/1/26-12/31/26, for \$23,450.00
4. Resolution #26-41, Assessed/Taxable Values of Utility Companies for 2025, Payable in FY27, as amended by the Iowa Department of Revenue on 11/25/25
5. Entering into Contract Negotiations with HomeWAV for a comprehensive Inmate Communication Systems at the Story County Jail
6. Appointment of Jim Colbert to the Conservation Board for a five-year term ending 12/31/30
7. Facilities Management Quarterly Report
8. Contract with Roxbox for Tedesco Environmental Learning Corridor (TELC) Shelter Design for \$12,705.00
9. Resolution #26-42, Authorizing and Approving a Certain Loan Agreement, Providing for the Issuance of \$4,000,000 General Obligation Conservation Bonds, Series 2025, and Providing for the Levy of Taxes to Pay the Same
10. Registrar/Paying Agent Agreement for General Obligation Conservation Bonds, Series 2025

Roll call vote. (MCU)

REVISIONS TO THE STORY COUNTY PURCHASING AND PROCUREMENT POLICY (SUBJECT TO SEVEN-DAY REVIEW): Lucy Martin, Auditor, reported on proposed updates. The revisions were initiated by the County Attorney's Office to clarify language; other edits were made as well. Martin reviewed the proposed changes and stated she will bring the policy back to the Board following seven-day review. Faisal moved, Heddens seconded approving Revisions to the Story County Purchasing and Procurement Policy (subject to seven-day review). Roll call vote. (MCU)

CONSERVATION QUARTERLY REPORT: written report only.

LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS: Each Board member reported on multiple items.

Faisal moved, Heddens seconded to adjourn at 10:32 a.m. Roll call vote. (MCU)

Story County Board of Supervisors
Tentative Agenda
Administration Building, 900 6th St., Nevada, IA
12/9/25

1. SPECIAL NOTE TO THE PUBLIC: - This Meeting Is Also Being Offered Via Zoom. While Joining Via Zoom, If You Have A Question And/Or Comment, You May Raise Your Hand To Speak During Public Forum Or Use The Chat Feature And The Chair Will Ask The Zoom Moderator To Review All Comments During Public Forum.

Members of the public can participate by using the information below:

To join the zoom meeting by computer, tablet, smartphone :

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

[HTTPS://US02WEB.ZOOM.US/J/84805508697?](https://us02web.zoom.us/j/84805508697?pwd=2YHCFNMLRKFA9LBIS8CJK6BETSZNP.1)

[PWD=2YHCFNMLRKFA9LBIS8CJK6BETSZNP.1](https://us02web.zoom.us/j/84805508697?pwd=2YHCFNMLRKFA9LBIS8CJK6BETSZNP.1)

Webinar ID: 848 0550 8697

Passcode: 646002

Or One tap mobile:

+13017158592,,84068041164# US (Washington DC)

+13052241968,,84068041164# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or
+1 646 931 3860 or +1 929 205 6099 or +1 360 209 5623 or +1 386 347 5053 or +1 507
473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000
or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 840 6804 1164

2. CALL TO ORDER: 10:00 A.M.
3. PLEDGE OF ALLEGIANCE:
4. ADOPTION OF AGENDA:
5. PUBLIC COMMENT #1:
This comment period is for the public to address topics on today's agenda
6. Recognition Of Retirements For Rhonda Sykes With 20 Years Of Service To Story County
And Kevin Norris With 12 Years Of Service To Story County

Department Submitting Board of Supervisors

7. AGENCY REPORTS:

- I. Emergency Management Quarterly Report - Melissa Spencer

Department Submitting Auditor

Documents:

EMS QTR.PDF

II. Environmental Health Quarterly Report - Kimberly Grandinetti

Department Submitting Auditor

Documents:

EH QTR.PDF

8. CONSIDERATION OF MINUTES:

I. 12/2/25 Minutes

Department Submitting Auditor

9. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

Department Submitting Auditor

Documents:

ACTION FORMS.PDF

10. CONSENT AGENDA:

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)

I. Consideration Of Agreement Between Story County And Adkins Election Services For Firmware Mnt For FVS (50) And FVT (50) For \$7,500 And Firmware Licenses (2) For \$4,000, Effective 1/1/26-12/31/26

Department Submitting Auditor

Documents:

ADKINS.PDF

II. Consideration Of Agreement For Software Licenses Between Story County And Adkins Election Services For FVS (50) And FVT (50) Effective 1/1/26-12/31/26 For \$12,051.00

Department Submitting Auditor

Documents:

ADKINS.PDF

III. Consideration Of Agreement For Machine Maintenance Between Story County And Adkins Election Services For FVS (50), FVT (50), And OVCS (2) Effective 1/1/26-12/31/26 For \$23,450.00

Department Submitting Auditor

Documents:

ADKINS MNT.PDF

- IV. Consideration Of Resolution #26-41, Assessed/Taxable Values Of Utility Companies For 2025 – Payable In 2026-2027 Fiscal Year As Amended By Department Of Revenue November 25, 2025

Department Submitting Auditor

Documents:

RESOLUTION 26 41.PDF

- V. Consideration Of Entering Into Negotiations For Inmate Communication Systems At The Story County Jail

Department Submitting Auditor

Documents:

FINAL RECOMMENDATION TABLETS.PDF

- VI. Consideration Of Appointment For Board Of Conservation Board; Jim Colbert, For A 5 Year Term Ending 12/31/2030

Department Submitting Board of Supervisors

Documents:

COLBERT CONSERVATION26.PDF

- VII. Consideration Of Facilities Management Quarterly Report

Department Submitting Auditor

Documents:

FMGT QTR.PDF

- VIII. Consideration Of Contract With Roxbox For Tedesco Environmental Learning Corridor Shelter Design For \$12,705.00

Department Submitting Conservation

Documents:

TELC PHASE 4 ROXBOX SHELTER DESIGN.PDF

- IX. Consideration Of Resolution #26-42, Authorizing And Approving A Certain Loan Agreement, Providing For The Issuance Of \$4,000,000 General Obligation Conservation Bonds, Series 2025, And Providing For The Levy Of Taxes To Pay The Same

Department Submitting Auditor

Documents:

RES 26 42.PDF
GO BOND LOAN AGREEMENT.PDF

X. Consideration Of Registrar/Paying Agent Agreement For General Obligation Conservation Bonds, Series 2025

Department Submitting Auditor

Documents:

REGISTRAR AGEEMENT GO BONDS 2025.PDF

11. PUBLIC HEARING ITEMS:

12. ADDITIONAL ITEMS:

I. Discussion And Consideration Of Revisions To The Story County Purchasing And Procurement Policy (Subject To Seven-Day Review)

Department Submitting Auditor

Documents:

PURCHASING AND PROCUREMENT POLICY 2025 UPDATES EDITED.PDF

II. Discussion And Consideration Of Entering Into Unopposed Stipulation And Joint Motion For Stay In The Case Of Salterberg Et Al. V. Reynolds Et Al. – Crystal Rink, Assistant Story County Attorney

Department Submitting Auditor

Documents:

STIPULATION AND MOTION.PDF

13. DEPARTMENTAL REPORTS:

I. Conservation Quarterly Report - Mike Cox

Department Submitting Auditor

Documents:

CONSERVATION QTR.PDF

14. OTHER REPORTS:

15. UPCOMING AGENDA ITEMS:

16. PUBLIC COMMENT #2:

Comments from the Public on Items not on this Agenda. The Board may not take any Action on the Comments due to the Requirements of the Open Meetings Law, but May Do So In the Future.

17. LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:

18. ADJOURNMENT:

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515) 382-7204.

**Story County Board of Supervisors
Agenda
12/9/25**

NAME

AGENCY

Josh Landry
 Melissa Spencer
 Elizabeth Quinn
 Jonathan Ryken
 Bunde Dine
 Crystal Decker
 Jeff Hall
 Rhonda Syle
 Victoria Skovinski
 Cathy E. Nannaman
 Gray Oberberde
 Micah Anderson
 John Webster
 Kevin Norris
 Lucy Martin
 Kimberly Grandjean
 Ann Mackley
 Kristy Mackley
 Crystal Davis
 Sonda K

SCEMA
 SCEMA
 SCSO
 Ames
 Allamie
 Auditor
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 SCSO
 SCSO
 Auditor
 Auditor
 Env Health
 Auditor
 Auditor
 BOS
 BOS



STORY COUNTY EMERGENCY MANAGEMENT AGENCY

900 6TH STREET, NEVADA, IA 50201

PH: (515) 382-7315 FAX (515)382-7328

EMAIL : storycntyiaem@storycountyiowa.gov

WEB SITE: www.storycountyiowa.gov/ema

Melissa Spencer, Coordinator

Board of Supervisors Update

As of December 3, 2025

Response:

We experienced our first significant snowstorm of the winter season over Thanksgiving weekend, with Story County receiving 8–12 inches of snow. Social media once again proved to be an effective tool for keeping the public informed. Our Facebook page gained 120 new followers, and our Winter Storm Watch post reached 128,936 people and was shared 94 times.

Our ongoing collaboration with Discover Ames and the Iowa DOT also proved valuable. Their support helped us obtain hotel room availability and participate in DOT winter operations webinars, which ensured we were well-prepared for the possibility of an interstate closure.

Preparedness:

The Story County Stop the Bleed project concluded this quarter, marking a major community preparedness milestone. Through strong collaboration with Story County Public Health and county public safety agencies, the program successfully placed an additional 123 wall-mounted kits in community libraries, community public-facing buildings, and schools, along with 167 kits installed on school buses.

Training was a key component of the initiative. More than 300 individuals received Stop the Bleed training, and 20 training kits were distributed to agencies to ensure continued education for new personnel.

I would like to extend my appreciation to Deputy Coordinator Josh Harding for his leadership and coordination with Story County Public Health in leveraging the Public Health Emergency Preparedness Grant program to bring this project to completion.

The agency received an \$80,700 grant from the Iowa Economic Development Authority for the development of a portable solar charging stations to be provided to each community in Story County. The kit will include rigid solar panels that fold to the size a suitcase and a battery storage base and allow for at least two units to be tied together. The stations will assist in closing a disaster response and recovery gap when electricity is lost.

Planning

Staff continue to work with Story County IT to create a virtual Emergency Operations Center (EOC) program for emergency response. Having a virtual option will prove beneficial when EOC staff cannot

PREVENTION

PREPAREDNESS

RESPONSE

RECOVERY

MITIGATION

Proudly serving the communities of:

*Ames – Cambridge – Collins – Colo – Gilbert – Huxley – Kelley – McCallsburg – Maxwell- Nevada
Roland – Sheldahl – Slater – Story City – Story County – Zearing*

physically reach the EOC. This also will be beneficial for “smaller” incidents where only a few staff may be needed for a short period of time to manage an incident.

Met with Kody Olson and Dustin Draisey from Mary Greeley Medical Center to discuss county wide Mass Casualty Incident (MCI) planning and how the County wide plan will dovetail with the Mary Greeley plan being developed. This was an educational opportunity as Olson was not aware there was already a county wide plan in place. We were asked to review their hospital operations plan and we provided inputs to areas addressing Family Assistance Centers and security.

Staff continue to work through the emergency operation planning updates required by the State. Emergency Support Functions (ESFs) related to fire, search & rescue, and public safety have been sent out to our partners for review and discussion. These plans will be brought forward in January for the Commission to approve. There are two remaining plans, hazardous materials and a new Recovery Support Function (RSF) Cultural & Natural Affairs to be reviewed and developed and brought to the Commission for approval at a future meeting.

Training

Harding attended the Iowa DOT Winter Weather Operations Preparedness discussion and tabletop exercise. This event brought Emergency Managers from across the state together with local and state public safety partners to review and coordinate plans for potential closures of I-35 and I-80. As we have seen in Story County, interstate closures during winter weather events create significant challenges at the county level. The strong relationships we have built with our local and state partners, along with the Story County I-35 Plan, place us in a solid position to meet the basic needs of the public during these closures.

In October, staff attended the Iowa Homeland Security and Emergency Management Conference. This conference provides essential information and training directly related to annual emergency planning requirements. It also includes sessions focused on mental health and wellness, emphasizing the importance of coordinators taking care of themselves while fulfilling their public safety responsibilities.

In November, Spencer attended cyber and physical security training provided by Texas A&M Engineering Extension Service (TEEX). This is the second of five courses needed to receive the Infrastructure Protection Certificate.

The Infrastructure Protection Certificate Program provides knowledge of and skills in critical infrastructure security and resilience. Spencer will gain a broad understanding of homeland security infrastructure protection doctrine through an in-depth examination of key concepts and practices in capabilities-based and community-focused planning, integrated risk management, private-public partnerships, and whole community resilience strategies.

Both Spencer and Harding are mentoring individuals from Iowa State University and the Iowa Department of Agriculture as they work toward obtaining their Iowa Certified Emergency Management (ICEM) certificate. One-on-one mentoring is a required component of the Iowa Emergency Management Association (IEMA) Emergency Management Program Development (EMPD) courses.

Exercises

None this quarter.

Operations

Harding has concluded his work with the EMS Association on the development of countywide basic EMS protocols. The framework has been completed, and it is now up to the EMS Association and individual departments to complete the remaining approval and implementation with their medical directors. Josh's expertise in EMS provided the direction and guidance needed to bring this project to this point.

Looking Forward

We hope to be starting the EOC remodel project in the coming months. Facilities Management is working alongside us to develop the bid process for the project. As this agency focuses on the AV requirements, we will also be relying on Story County IT to ensure the system meets their security requirements.



Environmental Health Department
Administration Building
900 6th Street, Nevada, Iowa 50201

Phone 515-382-7240
www.storycountyiowa.gov

Report to the Story County Board of Supervisors December 9, 2025

Aquatic Program

- Indoor pool inspections will start after the first of the year
- County Pool Pilot begins after the first of the year
- HHS is starting a pilot program to assist them with Simple Pool Reconstruction Projects – the local agency would assist DIAL by completing these simple inspections. The county will be able to charge for these services, and no contract amendment will be required as the current contract already gives us this ability.

Indoor Air Quality 2025

- Nothing new at this time, next promotion will be in January and we are working on the details now

Onsite Program

- Permit Info (2025):
 - 71 New & 14 Alteration applications
 - 65 Time of Transfer (TOT) inspections reviews
 - 2 tanks pumped for regular maintenance – 54 pumped due to TOT

Tanning Program FY 26

- Routine inspections are underway

Tattoo Program

FY 26:

- Routine inspections do not start until after the first of the year

Well Program

FY26 – Q1

- 8 well permits issued (5 water supply, 3 geothermal, 0 test wells)
- 73 wells sampled:

- 186 various analyte tests ran:
 - 73 Coliform: 43 pass / 30 failed (5 fecal coliform)
 - 43 Nitrate: 0 fail
 - 30 Total Arsenic: 0 samples failed
 - 0 well Arsenic Speciation Testing
 - 30 Manganese: 0 over MCL
 - 10 Fluoride: 3 over MCL
- 6 wells plugged / 0 cistern plugged / 9 well rehab
- 0 Chlorinated / 0 Assessments
- Q1 Claim submitted and paid = \$21,196.38 (46.63% of FY26 funds utilized)
- Remaining amount is \$24,257.38
- We submitted a reallocation request to HHS for an additional \$50,000 – HHS has stated they are reviewing the requests to determine reallocation amounts and will be sending out contract amendments if awarded.

Joint Department Reviews

FY 26:

- 21 Plat & Survey Reviews
- 99 Reviews completed through Citizenserve:
 - 13 Interagency /Concept Reviews
 - 5 Plan Reviews
 - 79 Septic & Well Reviews
 - 2 Demolition Permits Reviewed

*Transition to new system started, but reports not available yet therefore actual numbers are more than this report shows

Department & Staff

- Kimberly and Laura attended an HHS Well training on Oct 8 in Cherokee.
- Allie's last day and our first department team building event Oct 24 – Lunch and bowling
- Laura had a furloughed federal employee job shadow her on Nov 10
- Betsy was able to go and spend the day with Laura in the field to get an idea of what we do on Nov 18
- ARCA project completed and ready for use
- All staff continue to be involved with various committees internally and externally (Laura: Prairie Rivers Work Group, Matt: Safety & Green Team, Kimberly: IEHA, Public Health Conference of Iowa Planning Committee, Watershed work groups and DEIB)

Miscellaneous & Upcoming

- Will be working with the BOH on Budget Approval before Feb 4 Budget Work session
- EH Admin position – We had 49 applicants, and we conducted 7 interviews on Nov 24 – hoping to have an official offer out by the end of the week.

Submitted by Kimberly Grandinetti on December 3, 2025

INVOICE

Henry M. Adkins & Son, Inc.
331 Independence Ave
Clinton, MO 64735-1109

nikkd@adkins-printing.com
+1 (800) 633-5503



Story County Auditor IOWA
Bill to
Story County Auditor
900 6th St.
Nevada, IA 50201

Invoice details

Invoice no.: 36727
Terms: Net 30
Invoice date: 12/02/2025
Due date: 01/01/2026

#	Product or service	Description	Qty	Rate	Amount
1.		2026 Warranty / Maintenance			
2.	2026 FVS Maintenance IA	FVS	50	\$205.00	\$10,250.00
3.	2026 FVT Maintenance IA	FVT	50	\$150.00	\$7,500.00
4.	2026 OVCS Maintenance IA	OVCS	2	\$2,850.00	\$5,700.00
Total					\$23,450.00

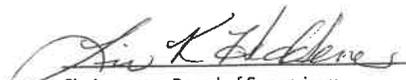
STORY COUNTY, IOWA
RESOLUTION OF THE BOARD OF SUPERVISORS 26-41
 Assessed/Taxable Values of Utility Companies for 2025
 Payable in 2026-2027 Fiscal Year

WHEREAS, the Story County Auditor has received from the Iowa Department of Revenue the amended certified assessed values for gas and electric utilities, railroads, and pipelines for the 2025 Assessment Year;

NOW, THEREFORE, BE IT RESOLVED by the Story County Board of Supervisors that the certified values listed below be spread upon the books in the same manner as other valuations fixed by the Department of Revenue upon property assessed under the department's jurisdiction:

Utility	Type/Miles	Rate	Assessed Value	Taxable Value
Railroads				
Union Pacific Corporation	68.75	1,332,699.0158	91,623,057	91,623,057
Pipelines				
Magellan Pipeline Co, LP	Pipeline		4,974,251	4,974,251
Northern Natural Gas Co	Pipeline		12,815,409	12,815,409
Koch Pipelines	Pipeline		1,004,200	1,004,200
Dakota Access LLC	Pipeline		60,112,447	60,112,447
Sub-Total			170,529,364	170,529,364
Gas & Electric				
Ames Municipal Electric	Electric		13,966	16,323
Basin Electric Power Coop	Gas		0	160
Black Hills Energy Group	Gas		742,370	108,044
Central Iowa Power Coop	Electric		6,488,385	2,416,651
Central Iowa Power Coop	Gas		0	281,364
Consumers Energy	Electric		19,256,166	1,520,953
Corn Belt Power Co	Electric		448,449	125,457
Corn Belt Power Co	Gas		0	2,260
Interstate Power & Light Co	Electric		74,934,007	10,113,217
Interstate Power & Light Co	Gas		75,023,787	18,576,890
ITC Midwest LLC	Electric		79,027,534	4,839,198
Mid-American Energy	Electric		2,537,086	821,861
Midland Power Coop	Electric		6,702,579	686,083
State Center Municipal Utility	Electric		41,731	20,049
Story City Electric Utility	Electric		405,004	147,046
Sub-Total			265,621,064	39,684,367
Total of Certified Utilities			436,150,428	210,213,731

DATED THIS 9th DAY OF DECEMBER, 2025


 Chairperson, Board of Supervisors

Attest:

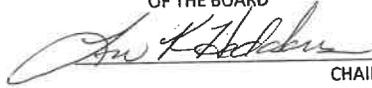


County Auditor

ROLL CALL	Latifah Faisal	Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>
	Linda Murken	Yea	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>

ALLOWED BY VOTE
OF THE BOARD

Yea 2 Nay 0 Absent 1



CHAIRPERSON

Above tabulation made by B

Inmate Communications System Vendor Selection

Story County Jail recommends to the Board of Supervisors entering into contract negotiations with **HomeWAV** for comprehensive inmate communications services.

Story County issued a Request for Information (RFI) for a consolidated inmate communications system to ten vendors and received responses from the following six vendors: Encartele/Cidnet, HomeWAV, ICSolutions, NCIC, Securus Technologies, and Reliance Communications. The RFI requested a single vendor solution to provide inmate telephone system, tablets and kiosk devices, mail services and electronic messaging, video visitation (onsite and remote), investigative and security tools, and scheduling and facility management.

A four-member selection committee evaluated each vendor on the following criteria:

- security capabilities
- operational efficiency
- financial terms
- user experience
- vendor qualifications

APPROVED **DENIED**

Board Member Initials: AKH

Meeting Date: 12-9-25

Follow-up action: _____

Each vendor provided demonstrations and comprehensive proposals that were carefully reviewed by the committee.

Story County Jail is recommending the Board of Supervisors approve HomeWAV as the vendor for comprehensive inmate communications services. HomeWAV's proposal fully addresses all service categories outlined in the RFI.

After careful consideration of all vendor demonstrations and proposals, the selection committee finds HomeWAV to be the best choice for Story County Jail's consolidated inmate communications system.

Team Member	HomeWAV	ICSolutions	NCIC	Encartele	Securus	Reliance
JA Andersen	19	14	15	14	14	14
AJA Webster	24	20	20	20	21	16
DO Blau	20	16	17	17	19	15
DO Powell	22	17	14	13	18	13
Total	21.25	16.75	16.5	16	18	14.5



NOTICE OF APPOINTMENT

PERSON APPOINTED: Jim Colbert

BOARD COMMISSION OR COMMITTEE APPOINTED TO:

Conservation Board

LENGTH OF TERM: 5 Year

IS THIS APPOINTMENT TO FILL AN UNEXPIRED TERM? No

IF SO, WHOSE TERM:

WHO NEEDS TO BE NOTIFIED? _____

DATE APPOINTED: 1/2/26

DATE TERM EXPIRES: 12/31/30

APPROVED **DENIED**
Board Member Initials: AKH
Meeting Date: 12-9-25
Follow-up action: _____

Work Orders:

Q4 2024, our numbers were:

Location	Work Orders Opened	Work Orders Closed	On-Call
Admin	138	137	1
Group Homes	56	60	1
McFarland	26	23	0
HSC	90	87	3
Justice Center	141	149	6
Animal Control	25	27	0
S. 11 th Storage	8	8	0
Engineer	17	15	0
Equip/Vehicles	156	149	0
West Ames Shed	2	2	0
Total	659	657	11

APPROVED **DENIED**
 Board Member Initials: AKH
 Meeting Date: 12-9-25
 Follow-up action: _____

Q4 2025, our numbers are:

Location	Work Orders Opened	Work Orders Closed	On-Call
Admin			
Group Homes			
McFarland			
HSC			
Justice Center			
Animal Control			
S. 11 th Storage			
Engineer			
Equip/Vehicles			
West Ames Shed			
Total			

General Information:

- Hired Chris Wierson and Chad Affeldt for 1st shift Maintenance Technician position
- Hired Carter Herridge to Maintenance Assistant position,
- Hired Chad Danielson for 2nd shift Maintenance Technician
- We are now fully staffed!
- Transitioned to winter equipment
- Assisted with setup/tear down for Burgerfest and Safety Day
- Encountered our first major snow event

Administration Building:

- Completed bi-annual filter changes
- Assisted Auditor's office with election equipment delivery and pickup
- Installed security covers to latch assemblies
- Replaced keyless entry panels with updated version

Animal Control:

- Replaced keyless entry panel with updated version

Engineer's building:

- Generator has been hooked up and is in service
- Replaced keyless entry panel with updated version

Group Homes:

- New furnaces and air conditioners have been installed at each home
- Calhoun parking lot was re-asphalted

Human Services Center:

- Remainder of the heat pumps are on order
- Replaced keyless entry panels with updated version
- Added additional panic buttons for increased security
- Installed security covers to latch assemblies
- Installed security mirrors in various sections of the building

Justice Center:

- Remodel of County Attorney's office is complete
- New fire alarm system is installed

McFarland Park:

- Nothing to report



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors
Through: Michael D. Cox, Director
From: Ryan Wiemold, Parks Superintendent
Date: December 9, 2025
Re: Consideration of Contract with Roxbox for Tedesco Environmental Learning Corridor Shelter Design for \$12,705.00.

.....
The following plan set from Shive Hattery shows project design for the picnic shelter and parking lot project at Tedesco Environmental Learning Corridor. This project is in the design phase, and its anticipated construction will take place in mid-2026.

Additionally, attached is a design contract with Roxbox for \$12,705.00. They are providing design specifications for the shelter on site and are the construction vendor for the picnic shelter to be used on this project. The shelter would be retrofitted out of recycled shipping containers to match the others on site and features ADA restrooms, a rentable kitchen area, a storage room, and a large overhang for the picnic area. This project's lead design firm, Shive Hattery, will incorporate Roxbox's design into their scope and utilize it to produce a bid package.

Funding for this project is TIF funding from the FY26 Conservation budget.

The Story County Conservation Board recommends your approval.

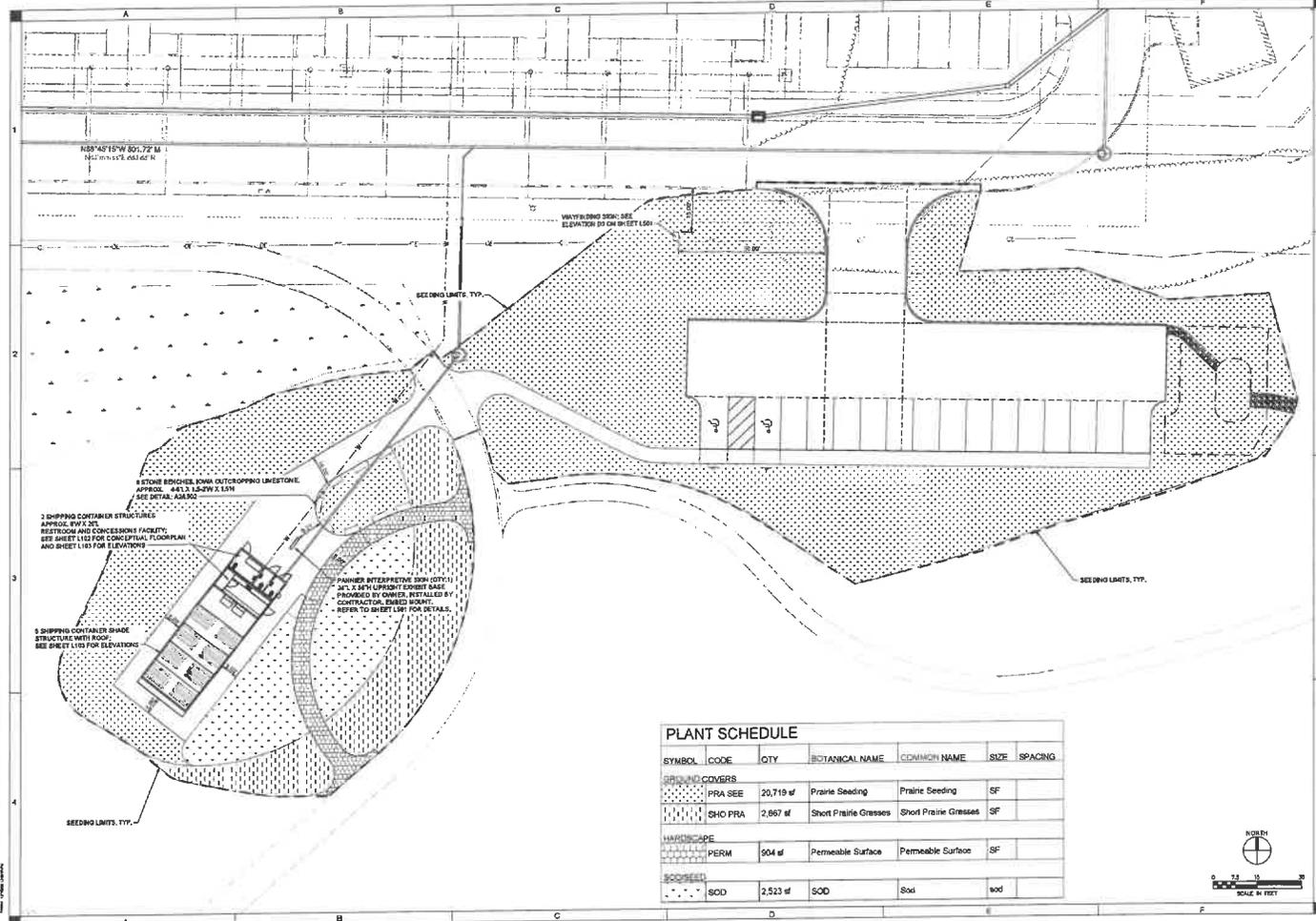

Approval

Disapproval

12-9-25

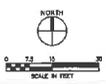
Date

Date



PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
GROUND COVERS						
[Pattern]	PRA SEE	20,719 sf	Prairie Seeding	Prairie Seeding	SF	
[Pattern]	SHO PRA	2,867 sf	Short Prairie Grasses	Short Prairie Grasses	SF	
HARDSCAPE						
[Pattern]	PERM	904 sf	Permeable Surface	Permeable Surface	SF	
SOCSHELL						
[Pattern]	SOD	2,523 sf	Sod	Sod	sod	



SHIVE-HATTERY
ARCHITECTS & ENGINEERS

1800 WEST 10TH AVENUE, SUITE 100
DENVER, COLORADO 80202
TEL: 303.733.1111
WWW.SHIVE-HATTERY.COM

STONEY COUNTY CONSERVATION

**TELC BP#4 SHELTER AND
PARKING LOT**

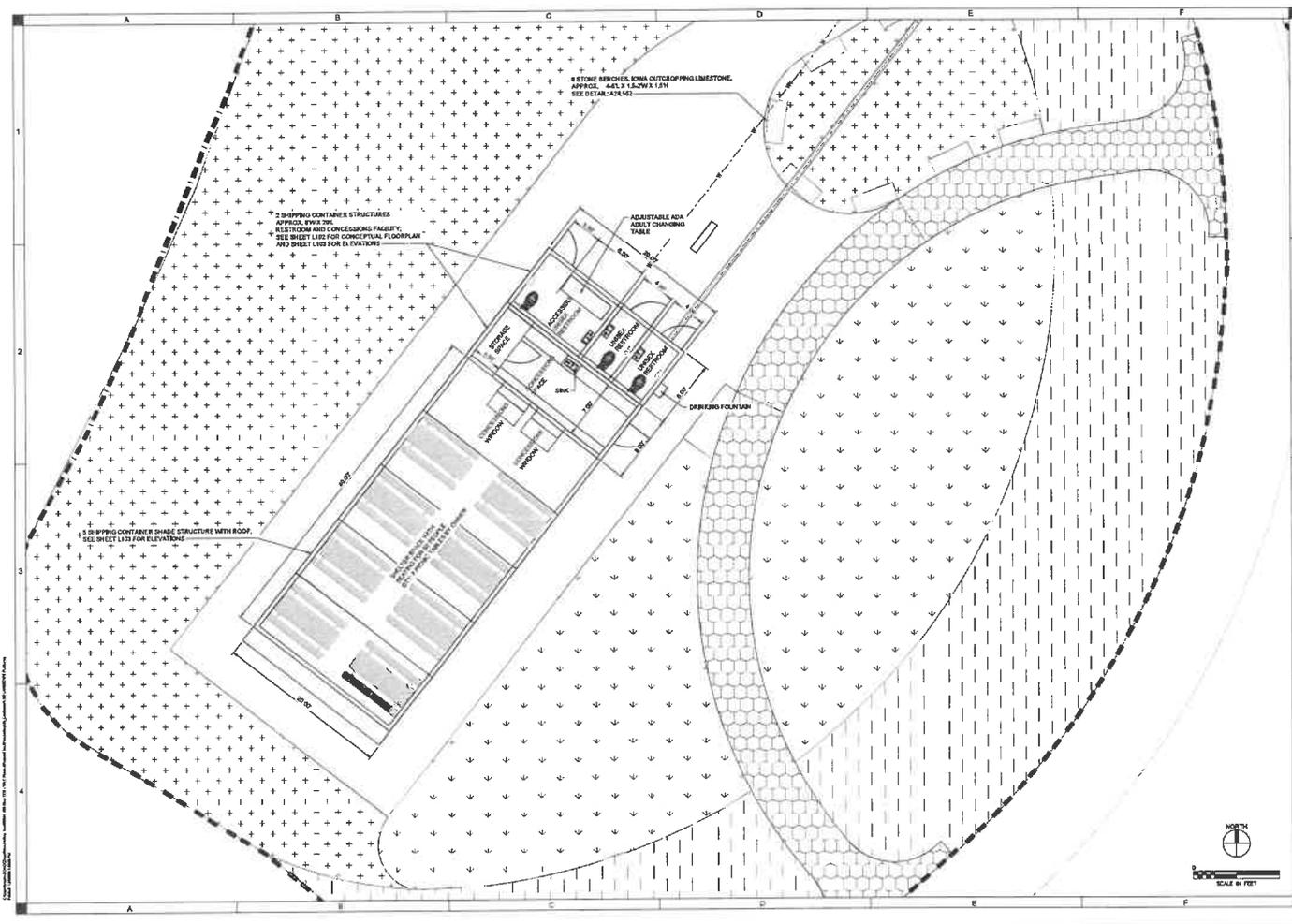
**PRELIMINARY
- NOT FOR
CONSTRUCTION**

STONEY COUNTY CONSERVATION
STONEY COUNTY, IOWA

DRAWN BY: []
CHECKED BY: []
APPROVED BY: []
PROJECT NUMBER: []
SHEET PROJECT NUMBER: []

LANDSCAPE PLAN

L101



2 SHIPPING CONTAINER STRUCTURES
 APPROX. 8'x4.5'x7'
 RESTROOM AND CONCESSIONS FACILITY.
 SEE SHEET L102 FOR CONCEPTUAL FLOORPLAN
 AND SHEET L103 FOR ELEVATIONS

8 STONE BENCHES, 80MM OUTCROPPING LIMESTONE.
 APPROX. 44.5" L x 24" W x 12" H
 SEE DETAIL: ADL162

ADJUSTABLE ADA
 ADULT CHANGING
 TABLE

DRINKING FOUNTAIN

15 SHIPPING CONTAINER SHADE STRUCTURE WITH ROOF.
 SEE SHEET L102 FOR ELEVATIONS

SHVEHATTERY
 ARCHITECTURE + ENGINEERING

115.23.0141 | 1.800.544.7700
 115.23.0141 | 1.800.544.7700



**TELC BP#4 SHELTER AND
 PARKING LOT**

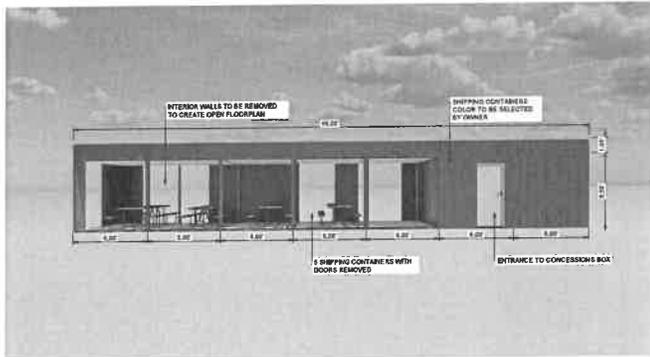
STARY COUNTY CONSERVATION
 STARY COUNTY, IOWA

**PRELIMINARY
 - NOT FOR
 CONSTRUCTION**

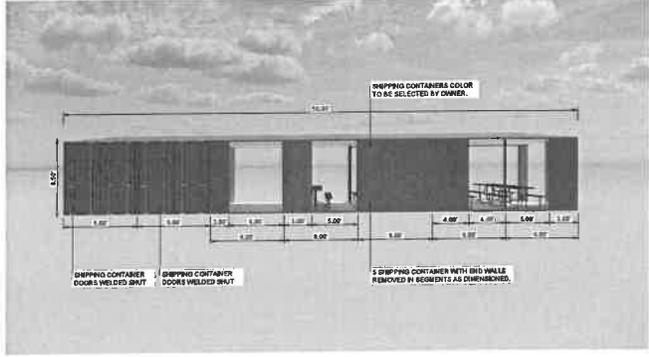
DATE	1/15/2025
DRAWN BY	SHVEHATTERY
APPROVED BY	SHVEHATTERY
ISSUED FOR	PERMIT
DATE OF THE PROJECT	1/15/2025
PROJECT NUMBER	2025001
CLIENT PROJECT NUMBER	

**SHIPPING
 CONTAINERS**

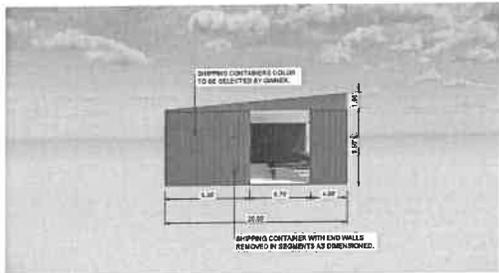
L102



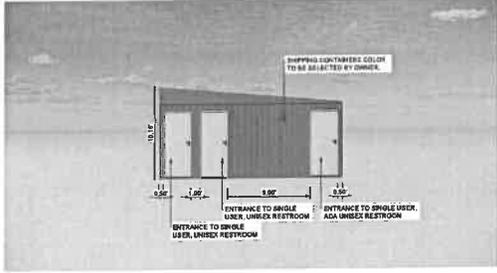
1 East Facing Elevation
F - F



2 West Facing Elevation
F - F



3 South Facing Elevation
F - F



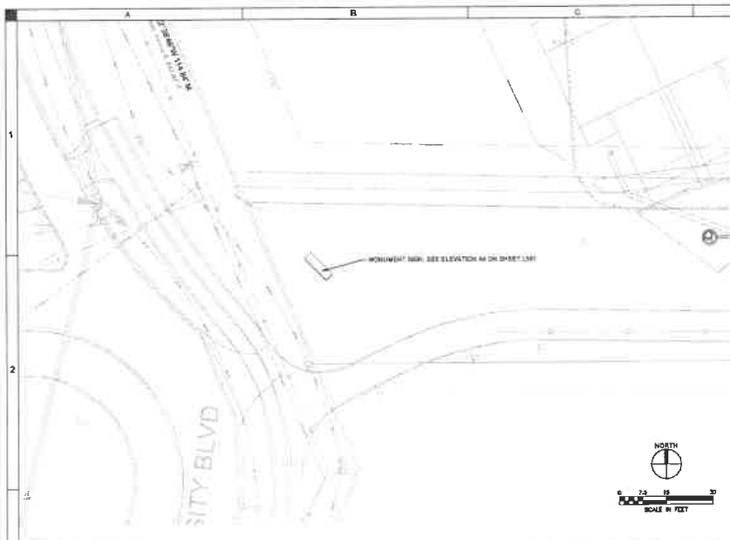
4 North Facing Elevation
F - F



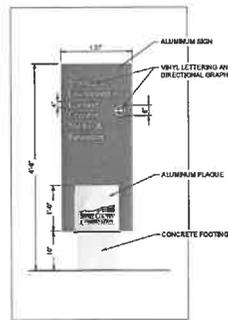
**PRELIMINARY
- NOT FOR
CONSTRUCTION**

DATE:	02/20/2018
PROJECT:	TELO BP#4 SHELTER AND PARKING LOT
CLIENT:	STORV COUNTY CONSERVATION
PROJECT LEADER:	DAVID HATTERY
ARCHITECT:	SHIVE-HATTERY ARCHITECTURE+ENGINEERING
DATE:	02/20/2018

**SHIPPING
CONTAINERS
ELEVATIONS**



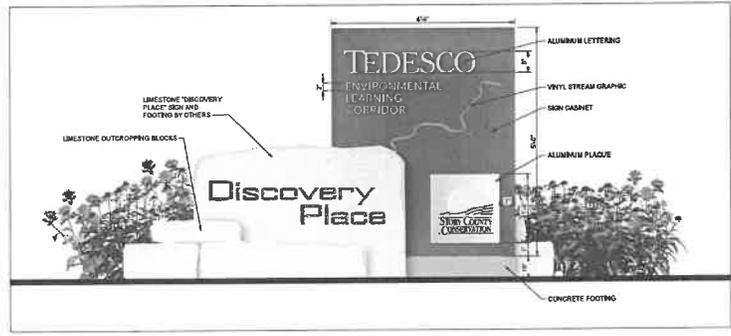
A3 MONUMENT SIGN LOCATION
1" = 10'



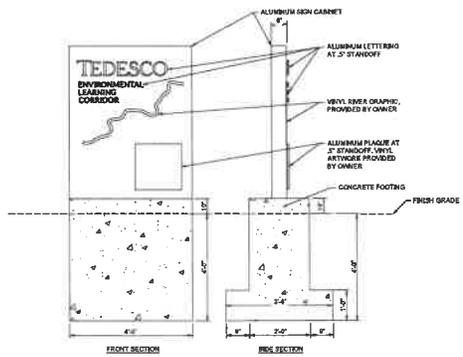
D3 WAYFINDING SIGN ELEVATION
1/8" = 1'

DETAIL MEMO DEVELOPED

E3 INTERPRETIVE SIGN ELEVATION
1/8" = 1'



A4 MONUMENT SIGN ELEVATION
1/8" = 1'



D4 MONUMENT SIGN WITH FOOTING SECTION
1/8" = 1'

SHVEHATTERY
ARCHITECTS + ENGINEERS

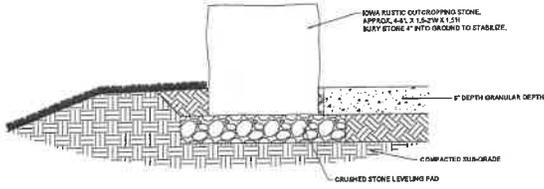


**TELC BP#4 SHELTER AND
PARKING LOT**
STORY COUNTY CONSERVATION
STORY COUNTY, IOWA

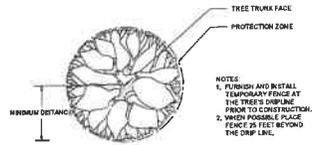
**PRELIMINARY
- NOT FOR
CONSTRUCTION**

DATE	ISSUE
APPROVED BY	REVISED
DESIGNED BY	PROJECT NUMBER
DRAWN BY	CUSTOMER PROJECT NUMBER

1501



A2 STONE BENCHES
1/8" = 1'-0"



- NOTES**
1. FURNISH AND INSTALL TEMPORARY FENCE AT THE TREE'S DRIPLINE PRIOR TO CONSTRUCTION.
 2. WHEN POSSIBLE PLACE FENCE 20 FEET BEYOND THE DRIPLINE.

TREE PROTECTION ZONE		
TREE DIAMETER AT 4.5' ABOVE GROUND	MINIMUM DISTANCE FROM FACE OF TREE TRUNK	MINIMUM DEPTH OF TUNNEL
4"	4'	2'
6"	6'	3'
8"	8'	4'
10"	10'	5'
12"	12'	6'

A3 TREE PROTECTION
1/8" = 1'-0"

SHIVEHATTERY
ARCHITECTURAL ENGINEERING
148 WEST MAIN AVENUE, SUITE 100
STORY COUNTY, IOWA 52240
PH: 319.378.1111 FAX: 319.378.1112



TELC B#44 SHELTER AND PARKING LOT
STORY COUNTY CONSERVATION
STORY COUNTY, IOWA

PRELIMINARY - NOT FOR CONSTRUCTION

DESIGNED BY	DATE
APPROVED BY	DATE
ISSUED FOR	DATE
PROJECT NUMBER	DATE
CUSTOMER PROJECT NUMBER	DATE

LANDSCAPE DETAILS

L502



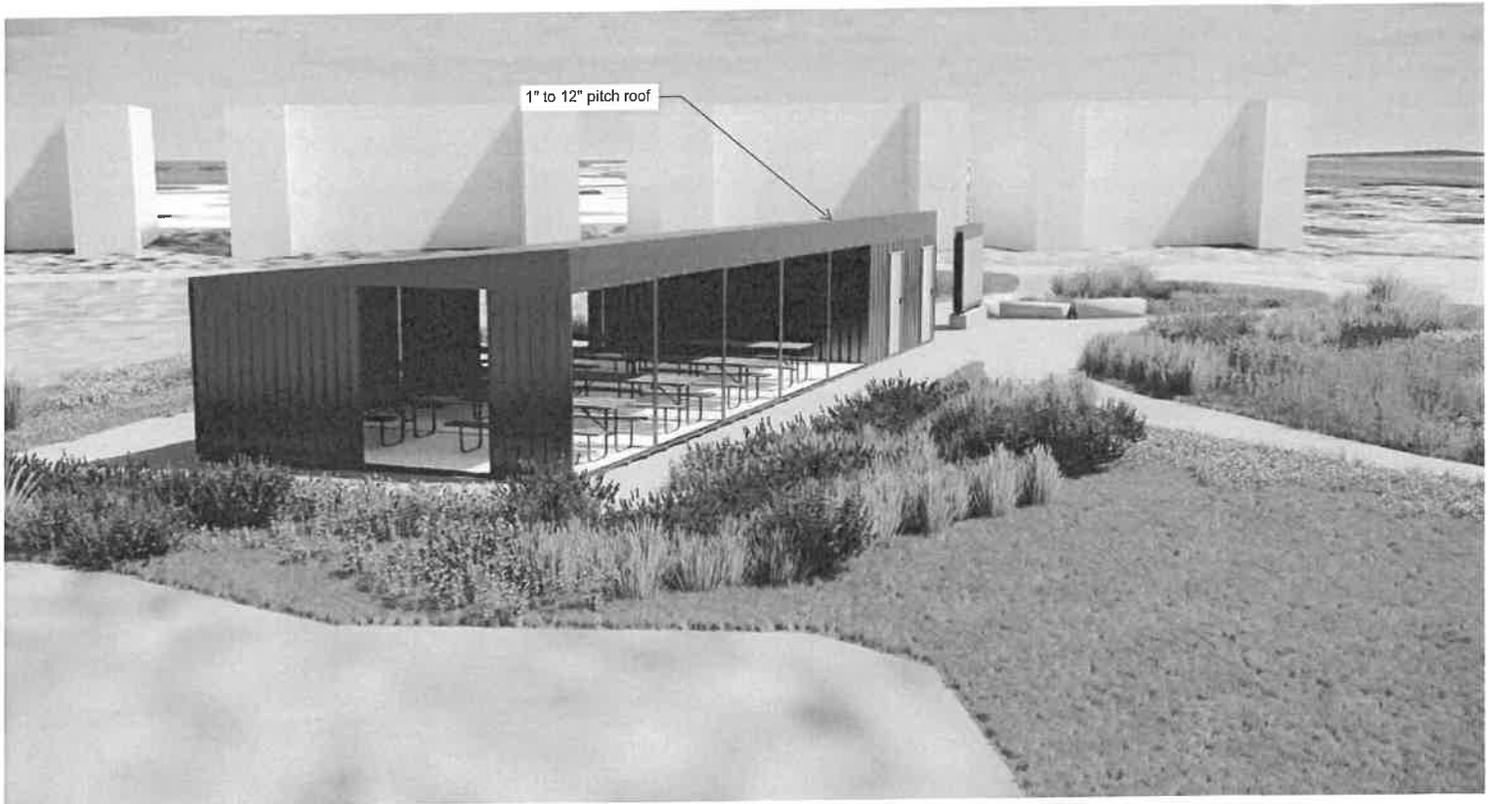
STORY COUNTY CONSERVATION TEDESCO ENVIRONMENTAL LEARNING CORRIDOR

OCTOBER 2025



SHIVEHATTERY

PARK SHELTER MOCK-UP



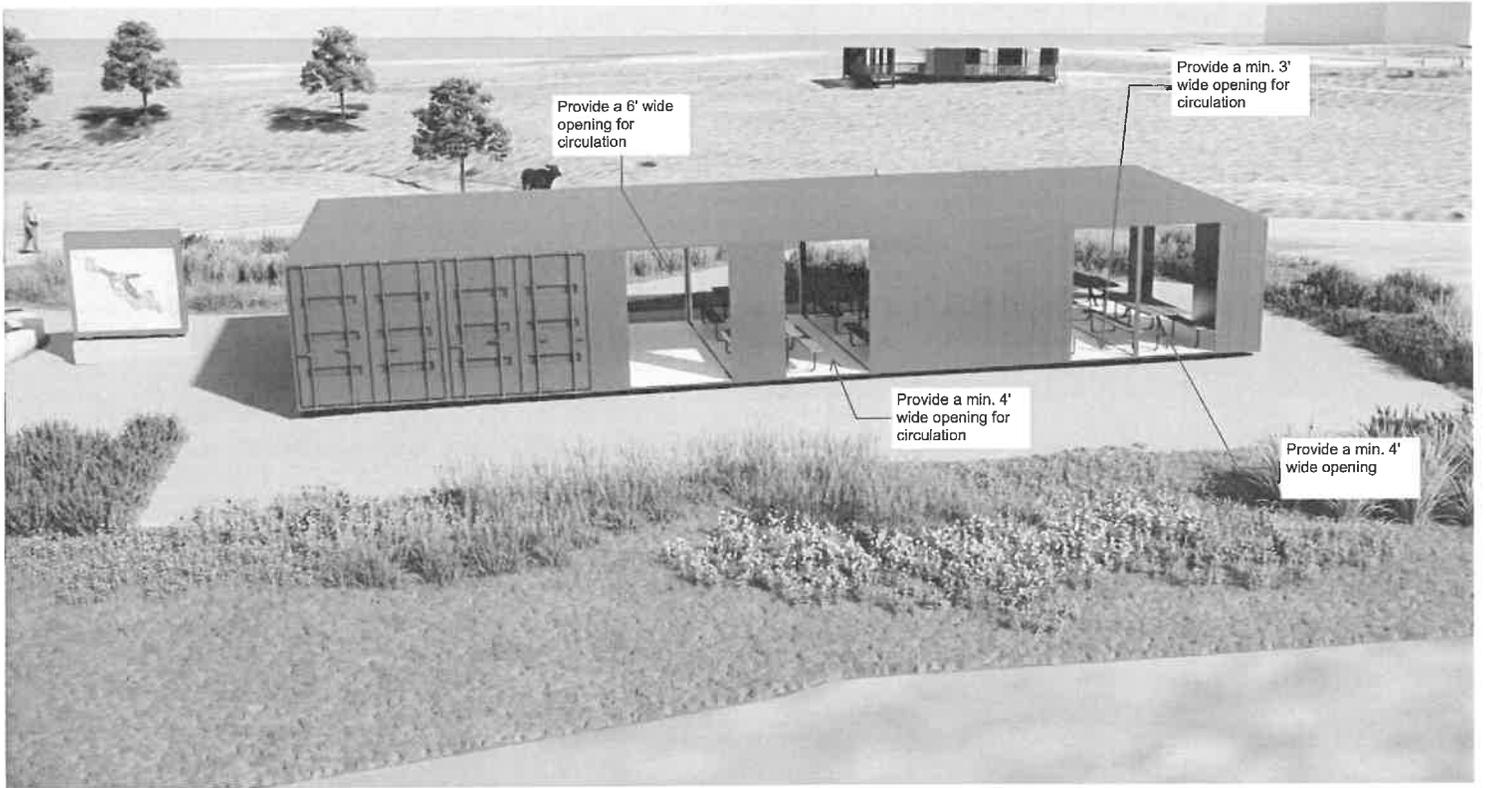
STORY COUNTY CONSERVATION TEDESCO ENVIRONMENTAL LEARNING CORRIDOR

OCTOBER 2025



SHIVEHATTERY
ARCHITECTS

PARK SHELTER MOCK-UP



Provide a 6' wide opening for circulation

Provide a min. 3' wide opening for circulation

Provide a min. 4' wide opening for circulation

Provide a min. 4' wide opening

Welcome to ROXBOX

Dear Michael Cox,

Thank you for considering ROXBOX for this exciting opportunity to work with your firm. As the Founder of ROXBOX, I am writing to express my sincere enthusiasm about collaborating with Story County Conservation to contribute to the design and amenities of your upcoming project.

Our values of quality craftsmanship, innovative design, and dedication to diligence have built ROXBOX over the years. We create products to solve problems and drive better business for our clients. The quality of our products and your satisfaction is our mission. We are committed to providing a stellar experience from start to finish.

ROXBOX stands out as a modular steel fabrication and shipping container construction leader. Our process begins with creative modular architecture and engineering to deliver projects designed for factory construction. The forefront of our approach centers around providing projects to our clients as quickly as possible without compromising safety or quality. Our team is composed of individuals to complete your project from the back of a napkin to a Certificate of Occupancy. We have built this team through years of experience delivering highly coordinated projects in short timelines through expertise and teamwork.

Our projects not only exude excellence but are intentional in our fabrication and designs to ensure they are meticulously tailored for optimal functionality. Our approach is centered on achieving a harmonious integration between aesthetics and operations, striking a perfect balance.

In the dynamic field of development, innovation is key. Our team at ROXBOX prides itself on pushing the boundaries of conventional design. Our expertise can bring a fresh perspective to Story County Conservation projects, contributing to the creation of spaces that are not only visually stunning but also highly functional.

I sincerely appreciate the opportunity to collaborate with you on this project and am eager to receive your feedback on our proposal. Please feel free to reach out if you have any questions or if there is additional information I can provide.

Thank you for considering ROXBOX as a potential partner. I look forward to working together.

Best regards,



Anthony Halsch
CEO & Founder

I. Project Overview

PROJECT OVERVIEW:

Client: Story County Conservation

Project: Tedesco Environmental Corridor Phase 4 – Shelter/Restrooms/Concessions

Billing: Address: 56461 180th Street, Ames, IA 50010-9451

Shipping: Address: 1815 Plaza Loop, Ames IA 50010

Scope: Phase 1

Outline: ROXBOX Containers, Inc. ("ROXBOX") will be providing the design, planning, and pre-construction services.

Project Summary:

Project Overview / Scope of Work Summary

This project involves the design of modular shade shelter, restroom, and concession units. The installations aim to enhance public amenities while maintaining a cohesive aesthetic, functionality, and durability consistent with the park's standards. The scope includes the design of all three elements—shade shelter, restrooms, and concessions—ensuring compliance with accessibility, energy efficiency, and safety codes.

Description

This project envisions a system of container-based structures to deliver shade, restroom, and concession amenities. The design intent emphasizes durability, low maintenance, and vandal resistance, ensuring these facilities remain functional and visually coherent over time.

Shading elements are crafted with thoughtful material selection and robust detailing to blend seamlessly with the natural and built environment. Restroom and concession modules employ finishes, hardware, and structural systems that prioritize resilience and ease of upkeep.

Overall, the concept harmonizes functionality and design integrity — delivering infrastructure that meets users' needs while integrating sensitively into its surroundings.

Design Features:**(5) 20' Custom Shade Structures**

- Unique architectural look with a **shed-style roof** at a **1:12 pitch**
- Roof design to comply with **Iowa Metal Roof Code** for low-slope roofs (IBC-2015, Chapter 15).
- Additional **shade panels** on the **west side** to mitigate wind and sun exposure; panels to vary in width for a customized appearance.
- **Concrete floor system** to integrate piers and surrounding perimeter sidewalk in a single pour; base to include **compacted gravel** beneath.
- **Lighting:** Include dimmable or motion-sensor fixtures to conserve energy and reduce light pollution.
- **Security lighting:** LED, downcast design, set on a programmable timer aligned with park hours.

20' Unisex Restroom: 1 ADA, 2 Standard Stall

- **Electrical panel** mounted on the **exterior west wall** where possible.
- **No hot water heater** required for restrooms; one to be provided in concessions instead.
- **Three (3)** unisex restrooms preferred over two; remove storage area and redistribute space.
- **ADA restroom** sized **8' x 10'** to accommodate a **motorized adult changing station** requiring electrical power.
- **Fixtures:** Vandal-resistant fittings and **stainless-steel mirrors** (no glass).
- **Drinking fountain** to be installed on the **east side** of the restroom or concession building.
- **Container doors** welded permanently shut for security.
- **Flooring:** Epoxy finish for durability and ease of cleaning.

20' Concession Box

- **Interior countertops** along the **north wall** with **lockable base cabinets** for secure storage.
- Include a **hand-washing sink** (served by the hot water heater).
- **Exterior countertops** at both window openings, with **one ADA-height counter**.
- **Exterior electrical outlets:** one under each counter.
- **Service openings:** two (2) **5' wide** gas-powered, spring-loaded, and lockable hatches, operable from inside.
- **Security:** Keypad entry with combination for rental access.
- **Lighting:** Industrial cage fixtures for robustness.
- **Container doors** welded shut; **exterior door** to **swing outward**.
- **Flooring:** Epoxy finish for slip resistance and easy maintenance.

Foundation Requirement Considerations

(Performed by others)

- Utilize concrete foundations integrating both structure piers and surrounding pavement.
- Concrete floors to include compacted gravel base for drainage and stability.
- Coordination with civil/structural engineers required to ensure long-term settlement control and service access.

Overall Objectives

- Deliver architecturally cohesive, durable, and low-maintenance public facilities.
- Utilize modular construction to minimize site disruption and installation time.
- Ensure ADA compliance and adherence to local building codes.
- Prioritize energy efficiency through smart lighting and sustainable materials.
- Provide flexible, vandal-resistant designs suitable for high-traffic park environments.

II. Phase 1: Design

PHASE 1 - DESIGN

Timeline: ~ 3 - 4 weeks

Project timeline to begin after receipt of initial retainer payment.

We'll initiate a formal kick-off meeting with key stakeholders from our development team and ROXBOX representatives, setting the project's design direction and creative parameters. This involves a thorough review of the site conditions, zoning regulations, existing design documents, and program specifics.

Our preliminary research will focus on site potentials and constraints, analyzing relevant precedents and historical context. Following the kick-off, we'll create initial site planning options for Client review, discussing and evaluating various layouts and overall programming to align with your vision. The chosen plan will be further refined and presented as the fundamental building layout.

Our team will develop the conceptual design, visually representing key components like size and arrangement of elements, laying the groundwork for the overall project design. We'll depict how major program areas are interconnected, using diagrams highlighting access, circulation, and site-specific responses.

We typically need to meet the Client team twice during this phase. Once for a mid-process meeting to gather insights, and to seek Client feedback. And once for the concluding presentation, whether virtual, at our offices, or on-site, which will showcase the deliverables as outlined in our agreement.

Additionally, we'll conduct a preliminary code analysis and liaise with necessary officials, coordinating with Architects, Engineers, Subcontractors, and General Contractors to define a complete work scope. We advise involving all relevant consultants before concluding this stage. Building on the approved Phase 1 concept, Phase 2 will introduce further refinements to this design.

Key Deliverables

- Site Plan
- Site Analysis Diagrams
- Typical Diagrammatic Building Floor-Level Plans
- Concept Building Elevations – Sketches (2 max incl.)
- In-House Perspective Renderings for Major Components (5 max incl.)
- Area Program Tabulations
- Final Design Report (electronic PDF)
- Scope of work matrix
- Architectural feasibility study & basic code review
- Level 2 Estimate (-15% to +20%)

II. Phase 1: Design

Professional Fees:

Deliverables associated with Phase 1 as outlined above: \$12,705

SERVICE	\$/HR	DESCRIPTION	EST. QTY.	TOTAL COST
Principal Architect	\$250	Feasibility study, basic code review, design development	30	\$7,500
Container Designer	\$90	Drafting, modeling, detailing, rendering	45	4,050
Construction Manager	\$125	Review & refine plans for constructability, cost estimating, project management	3	\$375
Estimation	\$100	Initial estimate, coordination, BOM	5	\$500
Graphic Designer	\$70	Creation of design assets, renderings, graphics	1	70
Administrative	\$70	Coordination, document management	3	\$210
			TOTAL	\$12,705
Entitlements Package	FLAT FEE	Entitlements drawing package for zoning approval	N/A	N/A

A base fee retainer of \$12,705 (Phase 1 Total Cost) is due before start of work. ROXBOX will bill the 15th of each month for Services rendered in the previous 30 days. Payment is due per the payment terms shown on the invoice.

IV. Signature Page

SIGNATURE PAGE

ROXBOX will not commence any work without a fully executed contract and the requisite deposit. The terms of this proposal remain valid for 14 business days. In the absence of a signed copy within this timeframe, ROXBOX reserves the right to revise the quoted figures. This letter, inclusive of our service description, fees, attachments, and Terms & Conditions, collectively constitutes the Letter of Agreement.

ACCEPTANCE AND AUTHORITY

I acknowledge that I have read, understand, and accept this agreement, including ROXBOX's Terms and Conditions.



12-9-25

Sign:

Date:

Chair
~~Michael Cox,~~ Board of Supervisors
Story County ~~Conservation~~

Sign:

Date:

Anthony Halsch, Founder & CEO,
ROXBOX Containers Inc.
Direct Phone: (713) 347-1774
Email: anthony@roxboxcontainers.com

V. Other Services

ADD-ON SERVICES:

Assistance with Entitlement Process

ROXBOX acknowledges that the construction of the new building may necessitate obtaining approvals from the local design review board and the governing authority in the area. We commit to actively participating in entitlements meetings, conferences, and research involving public agencies, community groups, and design/engineering/consultant teams or entities on an hourly, as-needed basis. Any deviation from the current approvals, as directed by the Client in the design process, will be addressed as an Additional Service, requiring additional entitlement efforts. This encompasses the verification of conditions of approval, adherence to height restrictions, Floor Area Ratio (FAR), site coverage, setbacks, jurisdictional planning, and compliance with building controls.

Cost Control Oversight

We consistently strive to align our designs with the Client's objectives, construction budget, and project scope and constraints. To verify that the design remains within budget, we will collaborate with the Client's pre-construction consultant, if available, ensuring that the design aligns with the specified budgets originally outlined. Estimates with increasing degrees of accuracy will be created at the completion of Phase 1 and again at the end of Phase 2. This information will be shared with all consultants to keep them informed about the current budget status.

Construction Management Services

Our team fully understands that managing any project from inception to final installation, is a difficult, nuanced, challenging, and often frustrating part of any project. By utilizing ROXBOX for Construction Management, you get a PMP-certified, highly capable, and experienced individual to be your champion throughout the whole process. We oversee design, and coordinate with consultants and local and/or state code compliance bodies, to ensure a seamless permit approval process. We can also facilitate hiring and managing contractors for work done on-site, and be present for the delivery, installation, and commissioning of your project.

VII. Typical Project Timeline & Meeting Summary

TYPICAL PROJECT TIMELINE & MEETING SUMMARY:

The timeline provided is a projection derived from the recognized industry-standard design process and our extensive experience with projects of comparable scope and services. Adjustments to the timeline may be made in response to changes in the scope of services or specific requirements from the Client, subject to mutual agreement.

PHASE 1	TIMEFRAME	SCOPE	# OF MEETINGS	MEETING METHOD
P1: Design	3 to 4 weeks	Preliminary Design, Collaborative Envisioning, Iterative Planning	2-3	Virtual / As Needed
P2: Architectural & Engineering	4-5 weeks	Final Design Phase/Construction Documents & Permit Drawings	4+	Virtual
TOTAL FOR P1 & P2	7-9 weeks	Complete permit & build-ready set of construction documents		
P3: Build	Variable	Procurement, Fabrication, Assembly, and Preparation for Shipment at ROXBOX Facility	As Needed (Typically bi-weekly)	Virtual
P4: Delivery + Commissioning (add-on)	Variable	Delivery to Client Site, Management of Installation, and Commissioning (at added cost)	As Needed	In-person
TOTAL FOR P3 & P4	TBD	Varies widely based on the size and scope of the project.		
Entitlement Support (add-on)	Variable	Assistance with the Entitlement Process	As Needed	As Needed
Construction Management (add-on)	On-Going Support	Extension of the Client Project Team. Expert Assistance through the End of P4.	As Needed	As Needed

The provided timeline and durations are estimates only. Client review periods and entitlement durations are excluded from our estimates due to high variability, and may substantially impact the estimated project timeline.

VIII. Standard Billing Rates

STANDARD BILLING RATES

ROXBOX's rates for the 2025 calendar year are as follows:

- \$70.00 per hour, Administrative
- \$70.00 per hour, Graphic Designer
- \$90.00 per hour, Container Designer
- \$125.00 per hour, Project Manager
- \$250.00 per hour, Principal Architect
- \$250.00 per hour, Senior Management / Principles

These rates provided are for reference only. Additional Services will be billed at the rates effective during the work period. Billing rates are updated annually in January of each year. While efforts will be made to inform clients of rate changes, rates may change at any time at ROXBOX's discretion in response to market conditions.

Reimbursable Expenses

Non-labor expenses such as mileage and other travel expenses, printing, and reproduction, express delivery upon request, and professional services from ROXBOX's sub-consultants are beyond the base fee estimate and will be reimbursed to ROXBOX at direct cost plus a 10% markup unless specifically included in Services.

- Construction budget adjustments
- Significant site plan changes
- Program modifications
- Schedule adjustments
- Changes in design direction
- Entitlement process variations
- Consultant team capabilities and contributions
- Alterations in the project delivery method
- Adjustments in owner's representation
- Request for professionally produced renderings

IX. Assumptions & Exclusions

ASSUMPTIONS & EXCLUSIONS

The assumptions guiding our proposal include the following:

- A designated decision-maker appointed by the client must be identified before the commencement of services and possess the authority to act on behalf of the Client group.
- Any design revisions made by the Client following the 'sign-off' phases will be considered additional services.
- Additional drawing deliverable packages beyond those outlined in this proposal will be invoiced based on an agreed-upon Additional Service.
- Specific renderings or illustrations specified in this Agreement are listed in the deliverables of each phase of work. If additional renderings are requested by the Client, they will be invoiced as reimbursable expenses.
- The Client authorizes ROXBOX to use the project name, renderings, and Instruments of Service to market our services.
- If the Client wishes for the project information, site information, or any other identifying characteristics of the project to be redacted from those marketing documents while the project is ongoing, the Client must inform ROXBOX during Phase 1.

Consultants

This proposal encompasses the Architectural Services fee exclusively. If additional professionals are required, ROXBOX will secure the necessary expertise and bill as Additional Services.

ROXBOX advises that key professionals (Civil, Dry Utility, Landscape, Structural, MEP, Interior Design, and Parking) are engaged before initiating Phase 2. This is a requirement if ROXBOX is also overseeing Entitlements.

Additional Services

Any services requested by the Client beyond the Services outlined above will be deemed Additional Services and invoiced following ROXBOX's Terms & Conditions. Before commencing any additional services, the Client will be asked to authorize these additional costs in writing. These Additional Services may encompass but are not limited to:

- Changes in Scope of Work (program size, area, complexity, budget)
- Entitlements and Approvals extend beyond the ones detailed above.
- Alterations to the team composition (General Contractor, Owner/Client's representative, Owner/Client consultants, joint ventures).
- Adjustments to the schedule (meetings, duration, phasing).
- Changes in processes, including the incorporation of new entities such as a financial partner.
- Production of professional-scale models or renderings and other graphic exhibits beyond the specified scope. Reimbursable costs for additional renderings will be proposed for approval on a project-by-project basis, contingent on the required detail and quality.
- Provision of graphic support for marketing purposes, such as sample plans for marketing use or brochures.
- Additional documentation, assistance, coordination, on-site visits, or representation beyond the Services outlined above.

IX. Assumptions & Exclusions cont.

- Implementation of significant changes resulting from program modifications, reversals of previous directions, or governmental reviews.
- Cost estimating for any items outside the Factory-Built Modular scope of work outlined in the initial scope of work documents.
- Provision of Bidding Documents.
- Conducting surveys, documenting as-built or existing conditions, or providing record drawings.

Commencement of any Additional Services will occur upon mutual agreement and the execution of an Additional Service Proposal.

Construction Services

Unless the Client engages ROXBOX to provide Construction Management Services, the following exclusions may apply.

Any cost calculations outside of the Factory-Built Modular Scope of Work will be carried out by either a General Contractor or a professional Cost Estimator, who will directly contract with the Client.

Client/GC to be responsible for all on-site work, including but not limited to; excavation, grading, concrete, foundation, and utilities work before Module(s) are delivered.

ROXBOX will provide consultation for the on-site construction before the Module(s) arrive to ensure accuracy of delivery. However, the on-site work must be completed to ROXBOX's satisfaction before delivery.

X. Terms & Conditions

TERMS & CONDITIONS

These "Terms and Conditions" are attached to and are part of agreements and authorizations for Services outlined in this Agreement.

- I. **Specific Responsibilities of ROXBOX**
ROXBOX will perform professional pre-construction services as specified under the "Deliverables" section above.
- II. **Specific Responsibilities Of The Client**
 - A. Provide all criteria and information as to architectural design and other project requirements: including soil engineering for the Project; a certified land survey in AutoCAD format, comprehensively documenting topography, boundaries, setbacks, easements, utilities, rights of way, drainage, legal descriptions, climatic data, solar orientation, tree survey and inventory, aerial photography, and other distinctive site features.
 - B. Furnish all: exploratory demolition; surveys; soil, subsurface, and material tests and reports; specialty consulting; and special inspections during construction required by ROXBOX (except where such are included in "Services").
 - C. Give prompt notice to ROXBOX of any development that affects the scope and/or timing of ROXBOX's services.
 - D. Coordinate ROXBOX's work with that of other consultants.
 - E. If ROXBOX is not providing services during the construction process, the Client hereby agrees: 1) to contact ROXBOX if construction documents are unclear or errors or omissions are discovered; and 2) that ROXBOX will not be liable, where Client and/or contractor make their interpretation of and/or revise the original intent of the construction documents and design drawings.
 - F. If specifications are required for the project, the Client shall prepare all required specifications except where included in "Services."
 - G. Retain a licensed, qualified general contractor to coordinate and oversee all aspects of on-site construction.
- III. **Miscellaneous**
 - A. If the scope of the project is changed from that on which the Agreement for pre-construction services is based, the scope and compensation will be subject to renegotiation.
 - B. It is expressly understood and agreed, notwithstanding any reference to any rule or regulation, that ROXBOX has no responsibility or duty for guaranteeing, warranting, directing, or superintending the contractor's work methods, or any other aspect of construction for which the contractor has responsibility.
 - C. The services of ROXBOX and compensation thereof have been agreed to in anticipation of the orderly and continuous progress of the project as specified under "Services."
 - D. ROXBOX will bill for work completed near the middle of each month for long-term projects or upfront for shorter-term projects. Payment is due on receipt of the bill. If ROXBOX does not receive payment within thirty days after the date of the bill, ROXBOX may:
 1. After giving seven (7) days' written notice, suspend work until payment is received, and/or

X. Terms & Conditions

2. Add to amounts over ten (10) days due, a service charge of one and one-half (1.5) percent per month (being eighteen percent (18%) per annum, compounded monthly) or the highest lawful rate, until paid in full. Late charges shall be applied and shall be due and payable without further notice. In addition, ROXBOX shall have the right to pursue any remedies available by law or as provided herein for all overdue amounts. If ROXBOX retains an attorney or collection agent to collect any overdue amounts, the cost of such services shall be added to the overdue balance as incurred.
- E. In the event of any non-payment of any amounts billed and due, the Client agrees to pay service charges and all collection costs, including attorneys' fees. In the event of delay or suspension of work because of the below paragraph, ROXBOX will be entitled to reimbursement of all costs related to such delay or suspension. Any delay caused by a suspension of work under the paragraph shall not be deemed a breach of this agreement by ROXBOX.
 1. If the project is postponed, delayed, suspended, or abandoned for any reason, ROXBOX will be paid for all work already performed, based on the Billing Rates and other charges under 'Services,' plus all additional costs incurred by ROXBOX due to said postponement, delay, suspension or abandonment. Delays of greater than three (3) months will cause us to revisit the fee calculation for inflation and restart costs.
 - F. This agreement may be terminated by either party for any reason on seven (7) business days written notice to the other party, in which case, ROXBOX will be paid for all work already performed, based on the Schedule of Rates and other charges under "Services," plus all additional costs incurred by ROXBOX due to said termination.
 - G. Any opinions of probable project costs or construction costs rendered by ROXBOX represent its best judgment and are furnished for general guidance. ROXBOX makes no warranty or guarantee, either expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs until the final documents have been stamped and approved by the AHJ.
 - H. The only warranty or guarantee made by ROXBOX in connection with the services performed hereunder is that ROXBOX will use the degree of care and skill ordinarily exercised by a competent individual in this industry. No other warranty, expressed or implied, is made or intended by this proposal for consulting services or by furnishing oral or written reports.
 - I. This agreement is governed by the laws of Harris County, Texas.
 - J. ROXBOX and the Client each bind themselves and partners, successors, executors, administrators, assigns, and legal representatives unto the other in respect to all covenants, agreements, and obligations of this Agreement.
 - K. All documents, including drawings and specifications, as instruments of service, are the property of ROXBOX whether the work for which they are prepared is to be executed or not, and are not to be used on other work, including repetitive construction, except by specific, written agreement. Such documents may be retained by the Client with other documents about the project. Documents shall not be altered in any manner without the permission of ROXBOX.
 - L. ROXBOX has the first right of refusal to the build-out and delivery of the project.

END OF AGREEMENT

First Adopted: 04/17/2001
Last Revised: 12/04/2025
Effective Date: 12/16/2025

APPROVED **DENIED**
Board Member Initials: AKH
Meeting Date: 12-9-25
Follow-up action: _____

Story County Purchasing and Procurement Policy

Definitions

"County" refers to Story County, including its offices, departments, boards, employees, and agents.

"Board" refers to Story County Board of Supervisors

"Department" refers to an office, department, board, commission or agency of the County.

"Department Head" refers to a department head of the County or designee assigned purchasing responsibilities. Designee names shall be communicated to the Board. The Board maintains authority over each Department Head.

"Elected Official" refers to an elected official of Story County.

"DHEO" refers to Department Heads and Elected Officials.

"Purchase" is defined as the transmission of public money from the County to another entity by an act or agreement founded upon valuable consideration resulting in the acquisition of any and all supplies, material, equipment, services, or real or personal property for the benefit of the County by any department, and includes any and all articles and supplies which shall be furnished to or used by any department, including any and all printing, periodicals, stationery and the rental, repair and maintenance of equipment and machinery, hardware, software, or intellectual property.

"Procurement" refers to a purchasing process that controls quantity, quality, sourcing, and timing to ensure the best possible total cost of ownership.

"Contract" refers to any written instrument or electronic document containing the elements of offer, acceptance, and consideration to which the County is a party.

"Lease" refers to a contract conveying from an entity to the County the use of real or personal property for a designated period of time in return for payment or other valuable consideration.

"Lease-Purchase" includes, but is not limited to, an arrangement in which title of ownership transfers at or shortly after the end of the lease term.

"Proposal" refers to a price given by a vendor for the supplies, material, equipment and/or services, as described to the vendor, but is not an authorization to ship, or of purchase. Notice to public of Request for Proposal (RFP) shall follow the best communication and practice for good/service requested. (e.g., web pages, mailings within certain range, industry or organization publications, etc.)

"Bid" refers to a complete proposal, submitted in competition, to execute specified job(s) within a prescribed time, and not exceeding a proposed amount that usually includes labor, equipment, and materials.

"Quotation" refers to an expected, stated price for goods or services given by a vendor, but is not an authorization to ship or of purchase.

General

Story County shall conduct all purchasing and procurement transactions in full compliance with Federal and State laws and any applicable Federal and State standards. All purchasing and procurement transactions, either negotiated or competitively bid, and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.

Procedures shall be clear and consistent, and maximize the efficiency of payment of purchases.

Authority

The Board adopts an annual budget for the County and provides appropriations to the departments. The Board may also adopt budget amendments. The Board empowers Department Heads to make purchasing and procurement decisions within the budgeted line items of the applicable department. Elected Officials have purchasing authority within the capacity of their individual budgets and the scope of statutory duties of their offices. Every County purchase shall be documented on a claim form and presented to the Board prior to the payment. Presentation to the Board shall follow public agenda guidelines and deadlines established by the Clerk to the Board.

Nothing in this policy shall be construed to limit statutory authority or duty of the Board of Supervisors or any Story County Elected Official, nor shall this policy be construed as limiting the discretion of the Board of Supervisors or Elected Officials in the performance of any act or deed deemed necessary and prudent in the best interest of the public.

Local Purchases/Procurement

Pursuant to *Code of Iowa* §23A.3, Story County shall first consider using locally-owned businesses within the County if cost and other considerations are relatively equal. However, the County reserves the right to purchase items outside of Story County if products or services needed are not readily available in Story County, or if a product or service can be purchased outside Story County at a considerable cost savings. Cost savings may include calculating costs to the County of operating, maintaining or upgrading the purchase over its expected useful or contractual life.

Sole-Source Purchasing/Procurement (Non-Competitive)

All purchasing and procurement transactions shall be conducted in a manner so as to provide, to the maximum extent practical, competition. However, if open and free competition is not used, sole-source justification shall be provided with the purchase. The justification shall include a description of why it was necessary to purchase non-competitively, such as lack of legitimate competitors, time constraints, or other pertinent information.

Competitive Bids

Public notice calling for the submission of bids shall follow the relevant provisions of the *Code of Iowa* and the *Iowa Administrative Code*. The County reserves the right to reject bids or make counter offers.

Federal Funds (see also Grant Guidance)

Title 2, Part 200 of the Code of Federal Regulations (CFR) shall be applicable when federal funds are used for purchases with exceptional consideration for the following:

- Title 2, Part 200.214: Suspension and debarment. Non-Federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
- Title 2, Part 200.321 (by title): Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.
- Title 2 CFR Part 200 Appendix II (by title)

Story County departments, offices, and/or employees are required to disclose, in writing and in a timely manner, all violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal award. This requirement applies to violations involving Story County, its employees, and any sub-recipients of a federal grant.

If a Story County department, office, or employee learns of a violation of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant, the department or employee must report the violation to the Story County Auditor (designated Story County contact).

Reportable violations include not only those violations concerning Story County or its employees, but also include violations relating to sub-recipients of award monies.

The Story County Auditor is responsible for reporting the violation to the relevant federal agency in writing and in a timely manner.

No elected officer, employee, or agent of Story County shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs, or is about to employ any of the above;

has a financial or other interest in the firm selected for award.

Story County's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

Procedure by Price Threshold (unless otherwise established by the *Code of Iowa*)

Thresholds for Purchase

- Less than \$5,000 principal amount
 - Regular claim process
- Between \$5,000 - \$25,000 principal amount; anticipated/acknowledged during the budget process
 - Regular claim process
- Between \$5,000 - \$25,000 principal amount; not anticipated/acknowledged during the budget process
 - Elected Officials should seek acknowledgement prior to purchase by the Board at a public meeting
 - Department Heads must obtain approval prior to purchase by the Board at a public meeting
- Greater than \$25,000 principal amount
 - Request for Proposal or minimum of two (2) written/email quotations

Thresholds for Lease or Lease-Purchase Contract Requirements

- Principal amount less than \$25,000 for real or personal property
 - New – place on Board agenda as an additional item
 - Recurring – place on Board agenda as a consent agenda item
- Principal amount between \$25,000 - \$600,000 for real or personal property
 - Place on Board agenda as a public hearing
 - Follow provisions of *Code of Iowa* §331.443
 - ✓ Publish Public Notice of proposed action including statement of purpose and amount
 - ✓ Follow Public Notice publication deadlines as defined by *Code of Iowa* §331.305: published no less than 4 days, no more than 20 days prior to public hearing
 - ✓ Ensure the Public Notice meets the requirements of *Code of Iowa* §618.14
- Principal amount over \$600,000 for real or personal property
 - Place on Board agenda as a public hearing
 - Follow the provisions *Code of Iowa* §331.305
 - ✓ Follow Public Notice publication deadlines as defined by *Code of Iowa* §331.305: published no less than 10 days prior to discussion meeting, notice of public meeting
 - ✓ Ensure the Public Notice meets the requirements of *Code of Iowa* §618.14
 - ✓ Include in the published Public Notice the statement of purpose, proposed action, amount, time and place of the meeting, and the right of citizens to petition for an election
 - ✓ After 30 days, the Board shall hold a public meeting to enter into the lease or lease-purchase contract if no petition for election is received

The preparation and timely legal publication of public notices are the responsibility of the department requesting the purchase/contract.

It is the responsibility of the department to place items on an agenda of the Board of Supervisors.

Loans

Should the County enter into a loan agreement to borrow money for a public purpose, the County shall follow *Code of Iowa* §331.402 and all other applicable Code sections.

Essential County Purpose Bond or General County Purchase Bond

The County shall follow *Code of Iowa* §331.441 and all other applicable Code sections, as well as the advice of bond counsel.

Horizontal and Vertical Construction, Reconstruction, or Improvement projects

Code of Iowa §314.1B established horizontal and vertical bid thresholds for County projects, and shall be followed for each project. This applies to construction, reconstruction, and improvement projects. Repair or maintenance projects are not subject to the thresholds.

Repair or maintenance work is defined in *Code of Iowa* §26.2 and shall be followed for each project. Use the current bid and quote thresholds effective on January 1 of each year and available at <https://iowadot.gov/transportation-development/local-systems/bid-quote-thresholds>.

Public Improvement Projects

If the estimated total cost of a public improvement project (excluding architectural, landscape architectural, or engineering design services and inspection as defined in *Code of Iowa* §26.2) is more than the effective adjusted threshold for competitive quotations but less than the effective adjusted threshold for competitive bidding as established pursuant to *Code of Iowa* §314.1B, available at <https://iowadot.gov/transportation-development/local-systems/bid-quote-thresholds>, the County will follow the competitive quotation process described in *Code of Iowa* §26.14.

If the estimated total cost of a public improvement project, based on the licensed Engineer/Architect report, exceeds the effective adjusted threshold for competitive bidding as established pursuant to *Code of Iowa* §314.1B, available at <https://iowadot.gov/transportation-development/local-systems/bid-quote-thresholds>, the County shall follow the competitive bidding process described in *Code of Iowa* §§26.3-26.12.

Contract Purchases

Contract purchases, including recurring contracts, shall be approved and entered into by the Board. Each Department/Office is responsible for developing and managing its own contracts, and finalizing the specifications and standards expected from the vendor. These standards should be such that the contract performance can be measured. A new contract for a good or a service should be reviewed by the County Attorney or designee prior to submission for Board approval. A recurring contract should be reviewed by the County Attorney or designee if any changes occur. The Board and/or the applicable Department Head or Elected Official may request such review.

An officer or employee of the County shall not have an interest, direct or indirect, in a County contract as defined in *Code of Iowa* §331.342.

Process

For purchases made on a Story County account, upon receipt of shipment the DHEO shall examine the shipping document/invoice and ensure that all items have been received and are not damaged. Correction of discrepancies or replacement of damaged items is the responsibility of the Department or Office.

If the invoice amount is different than the quotation/bid received, it is up to the department to investigate and determine if the billed price is correct and appropriate.

The department or office shall segregate duties so that the person procuring the item/asset is not the same person who records the transaction in the accounting and physical inventory records.

Once shipment has been verified, the invoice and accompanying documentation shall be attached to a claim form, signed by the applicable DHEO or designee, and submitted to the County Auditor for payment.

Bids submitted in compliance with *Code of Iowa* §331.301, §331.341 and §384.94 – 384.103 shall be submitted to the County Auditor's office for opening at a public Board meeting. "Notice to Bidders" shall be pursuant to *Code of Iowa* §26.7.

Emergency Purchases

Emergency purchases may be made by a DHEO following verbal approval of a Board member, if said purchase falls within the limits of this Policy. What constitutes an emergency is at the discretion of the Board, in consultation with the applicable DHEO.

Exemptions

The following items shall be exempted from the Purchasing and Procurement Policy. This list is not necessarily all inclusive and shall be amended as necessary.

- Wages
- Employee Benefits
- Utility Payments for the County
- County Boards' Compensation
- Payments made on behalf of General Assistance recipients
- Rent – Buildings and Land
- Judgments, Damages and Settlements
- Fuel – Secondary Roads
- Annual Publication of Delinquent Tax List – Treasurer
- Debt/Lease payments

Claims Processing Procedures

All claims must be for reasonable and necessary items which meet the requirements of public purpose. The public purpose shall be documented on the claim if not readily apparent.

The responsibilities of the Board of Supervisors and the Auditor regarding claims are provided and described in the *Code of Iowa* §331.401 and §331.504, respectively.

The Auditor's office has the statutory responsibility of processing claims submitted for payment and presenting an itemized list to the Board for approval; procedures are as follows:

Timetable

- For each fiscal year, the Auditor's office shall define a bi-weekly payment schedule
- Claims shall be submitted by the deadlines defined in the bi-weekly payment schedule
 - Claims are due by 3:00 pm on the due date
 - Any late fees incurred for tardy submissions are the responsibility of the submitting department
- Every claim will be file-stamped as received

Process

- Every claim shall be signed by the responsible DHEO or designee
- Employee claims for reimbursement must be signed by the employee and the responsible DHEO
- Detailed invoices shall be attached to each claim
- The code/line item shall be verified for correctness by the Auditor's office using the Uniform Chart of Accounts for Iowa County Governments
- All purchases will be compared and verified against the approved budget
- The Auditor's office will remove taxes, check for duplication, verify remit-to address, verify compliance with policies, and discuss any necessary changes with the submitting department
- Claims/payments that contain confidential HIPPA information shall be returned to the appropriate department once entered for payment
- Purchases and/or agreements that extend beyond one fiscal year require Board approval
- If there is a disputed charge, prior to submission of the claim, the submitting department is responsible for contacting the vendor to verify the situation. This includes credit card purchases. If the dispute results in late fees or other collection situations, the submitting department shall be responsible for resolution and payments (if any)

Non-conforming submissions

- Claims not conforming to this Purchasing Policy shall be questioned and discussed with the submitting department, including, but not limited to, claims which require Board approval prior to payment and claims lacking sufficient documentation
- Any non-conforming claim may be highlighted on the claims list presented to the Board for approval along with documentation detailing its non-conformance
- Any non-conforming claim may be selected for further inquiry as part of the County's annual audit

Thresholds for Physical Inventory and Capital Assets

- If an item exceeds \$1,000.00, an inventory card shall be created for addition to the inventory list
- If an item exceeds \$5,000.00, it shall be added to the capital asset list and depreciated, and an inventory card shall be created for addition to the inventory list

Grant Guidance

As a recipient and sub-recipient of State and Federal grant dollars, Story County shall follow all applicable State procurement requirements. Story County shall also follow the appropriate federal guidelines issued by the United States Office of Management and Budget (OMB) and the Code of Federal Regulations (CFR), including but not limited to OMB Circular A-102, OMB Circular A-110, 44 CFR Part 13, and 28 CFR Part 66. Story County shall follow OMB Circular A-133 Subpart C.300 to comply with auditee responsibilities. If applicable, Story County shall follow OMB Circular A-87 (relocated to 2 CFR Part 225) for cost principle standards.

Any contracts awarded shall comply with 2 CFR 200.326 (bonding requirements) and Appendix II of Part 200.

Notification of receipt of State or Federal grant for a Department/Office shall be acknowledged by the Board in a public meeting.

State or Federal grant monies which flow through Story County accounts shall have unique, identifiable accounting codes established by the Auditor's Office.

Receipt of property purchased with grant monies shall be used for the purpose intended. Story County or the applicable DHEO will be held accountable for the equipment. The DHEO shall have a control system in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. The recipient shall be responsible for proper maintenance and maintain appropriate inventory tracking to assist with financial reporting, and records sufficient to detail the significant history of procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Property purchased with State or Federal grant dollars will be subject to physical inventory verification conducted annually by the Auditor's office.

Effective Date

This policy shall be effective upon adoption; it replaces any and all previous versions of the Story County Purchasing and Procurement Policy.

APPENDIX A

Claim Submission Guidelines

- Documentation remaining with a processed claim in the Auditor's office files needs to be **STAPLED** to the claim form. These files need appropriate documents to verify the services.
 - Any stubs that go with the check needs to be **PAPER CLIPPED** to the claim
 - If additional documents are sent with the check, please copy and paper clip to the claim
- If there is no documentation to attach, the claim must be signed by the vendor.
- Please **verify the remit-to address and make sure the claim form** has the correct address.
- Please verify the coding on the claim for completeness and accuracy.
- If there is an invoice number, please list it on the claim.
- There are circumstances in which a W9 (Tax Identification Form) is required. Examples include:
 - Rent payments
 - Contracted services with individuals
 - Attorney services
 - Medical Services
 - Real Estate/Easement purchases.
(Please call & ask if uncertain)
- Unless a postage-paid envelope is provided by the vendor, do not include the envelope.
- Inventory cards are required for purchases of fixed assets over \$1,000.00. The cards need to be submitted with the claim; checks are not sent until the inventory card is provided.
 - If deleting, trading, selling items that are on inventory, please provide an inventory card for that transaction also.
- New leases need to be signed/approved by the Board of Supervisors at a public meeting.
- When purchasing food/beverages for meetings of any sort, a statement must accompany the claim that states how the public will benefit by the expenditure of public funds.

APPENDIX B

Attorney General Opinions

1985 Iowa Op. Atty. Gen. 29

A county board of supervisors may not disapprove a claim submitted by elected county officers on the ground that claims exceeds the appropriation for the particular line item category that claim falls within.

1990 Iowa Op. Atty. Gen. 64

The county auditor acts as a ministerial officer when carrying out his or her duty to file claims against the county for presentation to the board of supervisors, the board is responsible for assessing the adequacy of proof supporting such claims, and the auditor may not refuse to file a claim for submission to the board.

2005 Grady to Cozine, Cherokee County Attorney, Opinion No. 05-2-2, Iowa AG

The county board of supervisors is responsible for determining whether the documentation accompanying a claim against the county provides sufficient information regarding the basis of the claim to justify payment.

RESOLUTION NO. 26-42

Resolution authorizing and approving a certain Loan Agreement, providing for the issuance of \$4,000,000 General Obligation Conservation Bonds, Series 2025, and providing for the levy of taxes to pay the same

WHEREAS, the Board of Supervisors (the “Board”) of Story County, Iowa (the “County”), heretofore proposed to authorize the County to enter into one or more general obligation loan agreements (the “Loan Agreements”), pursuant to the provisions of Sections 331.402 and 331.442 of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$25,000,000 for the purpose of paying the costs, to that extent, of (i) improving and protecting the water quality of rivers, lakes, and streams and reducing flooding; (ii) acquiring and developing land for public parks and wildlife areas; and (iii) constructing and improving trails and conservation facilities ((i) – (iii) collectively, the “Projects”), and pursuant to law and duly published notice, the County has held a successful election on said proposal on November 5, 2024; and

WHEREAS, the Board now proposes to use a portion of its borrowing authority under the Loan Agreements to enter into an initial loan agreement (the “2025 Loan Agreement”) and to issue General Obligation Conservation Bonds, Series 2025 (the “Bonds”) for the purpose of funding a portion of the costs of the Projects; and

WHEREAS, the Board of Supervisors has authorized a certain term sheet for use in negotiating the 2025 Loan Agreement and providing for the private placement of the Bonds, to be issued in evidence of the obligation of the County under the 2025 Loan Agreement; and

WHEREAS, proposals for the placement of the Bonds to be issued in evidence of the County’s obligation under the 2025 Loan Agreement have been received and reviewed; and

WHEREAS, upon due consideration and advice from Piper Sandler & Co., as Placement Agent (“Placement Agent”), the proposal of Luana Savings Bank, Luana, Iowa (the “Lender”), is the best, such bid proposing the lowest interest cost to the County for the Bonds; and

WHEREAS, it is now necessary to make final provision for the approval of the 2025 Loan Agreement and to authorize the issuance of the Bonds in evidence of the obligation of the County under the 2025 Loan Agreement;

NOW, THEREFORE, Be It Resolved by the Board of Supervisors of Story County, Iowa, as follows:

Section 1. This Board of Supervisors hereby determines to enter into the 2025 Loan Agreement with the Lender, in substantially the form as has been placed on file with the Board, providing for a loan to the County in the principal amount of \$4,000,000, for the purpose or purposes set forth in the preamble hereof.

The Chairperson and County Auditor are hereby authorized and directed to sign the 2025 Loan Agreement on behalf of the County, and the 2025 Loan Agreement is hereby approved.

Section 2. The Bonds are hereby authorized to be issued in evidence of the obligation of the County under the 2025 Loan Agreement in the aggregate principal amount of \$4,000,000, and shall be dated as of the date of delivery to the Lender (anticipated to be December 22, 2025). The Bonds shall mature on June 1 in each of the years, in the respective principal amounts, and bearing interest at the respective rates as follows:

<u>Date</u>	<u>Principal</u>	<u>Interest Rate</u>	<u>Date</u>	<u>Principal</u>	<u>Interest Rate</u>
2026	\$461,000	3.35%	2031	\$390,000	3.45%
2027	\$342,000	3.35%	2032	\$405,000	3.60%
2028	\$353,000	3.40%	2033	\$420,000	3.60%
2029	\$366,000	3.40%	2034	\$435,000	3.75%
2030	\$378,000	3.45%	2035	\$450,000	3.75%

Section 3. UMB Bank, n.a., West Des Moines, Iowa, is hereby designated as the Registrar and Paying Agent for the Bonds and may be hereinafter referred to as the “Registrar” or the “Paying Agent.” The County shall enter into an agreement (the “Registrar/Paying Agent Agreement”) with the Registrar, in substantially the form as has been placed on file with the Board; the Chairperson and County Auditor are hereby authorized and directed to sign the Registrar/Paying Agent Agreement on behalf of the County; and the Registrar/Paying Agent Agreement is hereby approved.

The County reserves the right to optionally prepay part or all of the principal of the Bonds at any time prior to and in inverse order of maturity upon giving notice, not less than thirty (30) days prior to the date fixed for prepayment, on terms of par plus accrued interest. All principal so prepaid shall cease to bear interest on the date of prepayment.

Accrued interest on the Bonds shall be payable semiannually on the first day of June and December in each year, commencing June 1, 2026, and continuing to, and including, final maturity on June 1, 2035. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

Payment of both principal of and interest on the Bonds shall be made to the registered owners appearing on the registration books of the County at the close of business on the fifteenth day of the month next preceding the interest payment date and shall be paid to the registered owners at the addresses shown on such registration books. Principal of the Bonds shall be payable in lawful money of the United States of America to the registered owners or their legal representatives upon presentation and surrender of the Bonds at the office of the Paying Agent.

The Bonds shall be executed on behalf of the County with the official manual or facsimile signature of the Chairperson and attested with the official manual or facsimile signature of the County Auditor and shall be fully registered Bonds without interest coupons. In case any officer whose signature or the facsimile of whose signature appears on the Bonds shall cease to be such officer before the delivery of the Bond, such signature or such facsimile signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

The Bonds shall be fully registered as to principal and interest in the names of the owners on the registration books of the County kept by the Registrar, and after such registration, payment of the principal thereof and interest thereon shall be made only to the registered owners or their legal representatives or assigns. The Bonds shall be transferable only upon the registration books of the County upon presentation to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form thereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The record and identity of the owners of the Bonds shall be kept confidential as provided by Section 22.7 of the Code of Iowa.

Section 4. The Bonds shall be in substantially the following form:

(Form of Bond)

UNITED STATES OF AMERICA
STATE OF IOWA
STORY COUNTY

GENERAL OBLIGATION CONSERVATION BONDS, SERIES 2025

No. 1

\$ _____

RATE	MATURITY DATE	BOND DATE
_____ %	June 1, 20__	December 22, 2025

Story County, State of Iowa, for value received, promises to pay in accordance with the provisions of this Bond to

LUANA SAVINGS BANK
Luana, Iowa

or registered assigns, the principal sum of _____ DOLLARS, together with interest on the outstanding principal hereof from the date of this Bond, or from the most recent payment date on which interest has been paid, except as the provisions hereinafter set forth with respect to prepayment prior to maturity may be or become applicable hereto.

This Bond shall mature on June 1 in each of the years, in the respective principal amounts, and bearing interest at the respective rates as follows:

<u>Date</u>	<u>Principal</u>	<u>Interest Rate</u>	<u>Date</u>	<u>Principal</u>	<u>Interest Rate</u>
2026	\$461,000	3.35%	2031	\$390,000	3.45%
2027	\$342,000	3.35%	2032	\$405,000	3.60%
2028	\$353,000	3.40%	2033	\$420,000	3.60%
2029	\$366,000	3.40%	2034	\$435,000	3.75%
2030	\$378,000	3.45%	2035	\$450,000	3.75%

Accrued interest on this Bond shall be payable semiannually on the first day of June and December in each year, commencing June 1, 2026, and continuing to, and including, final maturity on June 1, 2035. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

Both principal of and interest on this Bond are payable to the registered owner appearing on the registration books of the County maintained by UMB Bank, n.a., West Des Moines, Iowa (hereinafter referred to as the "Registrar" or the "Paying Agent") at the close of business on the fifteenth day of the month next preceding the payment date in lawful money of the United States of America to the registered owner at the address shown on such registration books; provided, however, that the final installment of principal and interest will be payable only upon presentation and surrender of this Bond to the Paying Agent.

This Bond is issued by the County, pursuant to a resolution adopted on December 9, 2025 (the "Resolution") to evidence its obligation under a certain loan agreement, dated as of December 22, 2025 (the "Loan Agreement"), entered into by the County for the purpose of paying the costs, to that extent, of

(i) improving and protecting the water quality of rivers, lakes, and streams and reducing flooding; (ii) acquiring and developing land for public parks and wildlife areas; and (iii) constructing and improving trails and conservation facilities.

The Bond is being issued pursuant to and in strict compliance with the provisions of Chapters 76 and 331 of the Code of Iowa, 2025, and all other laws amendatory thereof and supplemental thereto, and in conformity with the Resolution authorizing and approving the 2025 Loan Agreement and providing for the issuance and securing the payment of the Bond, and reference is hereby made to the Resolution and the 2025 Loan Agreement for a more complete statement as to the source of payment of the Bond and the rights of the owners of the Bond.

The County reserves the right to optionally prepay part or all of the principal of the Bonds at any time prior to and in inverse order of maturity upon giving notice, not less than thirty (30) days prior to the date fixed for prepayment, on terms of par plus accrued interest. All principal so prepaid shall cease to bear interest on the date of prepayment.

This Bond is fully negotiable but shall be fully registered as to both principal and interest in the name of the owner on the books of the County in the office of the Registrar, after which no transfer shall be valid unless made on said books and then only upon presentation of this Bond to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form hereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The County, the Registrar and the Paying Agent may deem and treat the registered owner hereof as the absolute owner for the purpose of receiving payment of or on account of principal hereof, premium, if any, and interest due hereon and for all other purposes, and the County, the Registrar and the Paying Agent shall not be affected by any notice to the contrary.

And It Is Hereby Certified and Recited that all acts, conditions and things required by the laws and Constitution of the State of Iowa, to exist, to be had, to be done or to be performed precedent to and in the issue of this Bond were and have been properly existent, had, done and performed in regular and due form and time; that provision has been made for the levy of a sufficient continuing annual tax on all the taxable property within the County for the payment of the principal of and interest on this Bond as the same will respectively become due; and that the total indebtedness of the County, including this Bond, does not exceed any constitutional or statutory limitations.

ASSIGNMENT

For valuable consideration, receipt of which is hereby acknowledged, the undersigned assigns this Bond to

(Please print or type name and address of Assignee)

PLEASE INSERT SOCIAL SECURITY OR
OTHER
IDENTIFYING NUMBER OF ASSIGNEE

and does hereby irrevocably appoint _____, Attorney,
to transfer this Bond on the books kept for registration thereof with full power of substitution.

Dated: _____

Signature guaranteed:

NOTICE: The signature to this Assignment must correspond with the name of the registered owner as it appears on this Bond in every particular, without alteration or enlargement or any change whatever.

Section 5. The Bonds shall be executed as herein provided as soon after the adoption of this resolution as may be possible, and thereupon they shall be delivered to the Registrar for registration, authentication and delivery to or on behalf of the Lender, upon receipt of the loan proceeds (the "Loan Proceeds"), and all action heretofore taken in connection with the 2025 Loan Agreement is hereby ratified and confirmed in all respects. To the extent that the date of closing needs to be adjusted, the County Auditor, with advice from the Placement Agent, Lender, and Bond Counsel to the County, is hereby authorized to make such adjustment and to modify the transaction documents accordingly.

Section 6. The proceeds (the "Loan Proceeds") to be received under the 2025 Loan Agreement shall be used to pay the costs of the Projects and costs of issuance of the Bond. Any Loan Proceeds remaining after the full payment of such costs shall be deposited in the Debt Service Fund and used to pay principal of and interest on the Bonds as the same become due. The County shall keep a detailed and segregated accounting of the expenditure of, and investment earnings on, the Loan Proceeds to ensure compliance with the requirements of the Internal Revenue Code, as hereinafter defined.

Section 7. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the County the following direct annual tax for collection in each of the following fiscal years:

For collection in the fiscal year beginning July 1, 2026,
sufficient to produce the net annual sum of \$467,287;

For collection in the fiscal year beginning July 1, 2027,
sufficient to produce the net annual sum of \$466,830;

For collection in the fiscal year beginning July 1, 2028,
sufficient to produce the net annual sum of \$467,828;

For collection in the fiscal year beginning July 1, 2029,
sufficient to produce the net annual sum of \$467,384;

For collection in the fiscal year beginning July 1, 2030,
sufficient to produce the net annual sum of \$466,343;

For collection in the fiscal year beginning July 1, 2031,
sufficient to produce the net annual sum of \$467,888;

For collection in the fiscal year beginning July 1, 2032,
sufficient to produce the net annual sum of \$468,308;

For collection in the fiscal year beginning July 1, 2033,
sufficient to produce the net annual sum of \$468,188; and

For collection in the fiscal year beginning July 1, 2034,
sufficient to produce the net annual sum of \$466,875.

Section 8. A certified copy of this resolution shall be filed with the County Auditor of Story County, and the County Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the County and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the County and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever. Any amount received by the County as accrued interest on the Bonds shall be deposited into such special account and used to pay interest due on the Bonds on the first interest payment date.

Pursuant to the provisions of Section 76.4 of the Code of Iowa, each year while the Bonds remain outstanding and unpaid, any funds of the County which may lawfully be applied for such purpose, may be appropriated, budgeted and, if received, used for the payment of the principal of and interest on the Bonds as the same become due, and if so appropriated, the taxes for any given fiscal year as provided for in Section 7 of this Resolution, shall be reduced by the amount of such alternate funds as have been appropriated for said purpose and evidenced in the County's budget.

Section 9. The interest or principal and both of them falling due in any year or years shall, if necessary, be paid promptly from current funds on hand in advance of taxes levied and when the taxes shall have been collected, reimbursement shall be made to such current funds in the sum thus advanced.

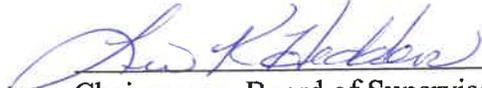
Section 10. It is the intention of the County that interest on the Bonds be and remain excluded from gross income for federal income tax purposes pursuant to the appropriate provisions of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations in effect with respect thereto (all of the foregoing herein referred to as the "Internal Revenue Code"). In furtherance thereof, the County covenants to comply with the provisions of the Internal Revenue Code as they may from time to time be in effect or amended and further covenants to comply with the applicable future laws, regulations, published rulings and court decisions as may be necessary to insure that the interest on the Bonds will remain excluded from gross income for federal income tax purposes. Any and all of the officers of the County are hereby authorized and directed to take any and all actions as may be necessary to comply with the covenants herein contained.

The County hereby designates the Bonds as "Qualified Tax Exempt Obligations" as that term is used in Section 265(b)(3)(B) of the Internal Revenue Code.

Section 11. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 12. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved December 9, 2025.



Chairperson, Board of Supervisors

Attest:



County Auditor

REGISTRAR / PAYING AGENT AGREEMENT

THIS AGREEMENT is made and entered into this December 22, 2025 (the "Dated Date"), by and between Story County, Iowa, hereinafter called the "ISSUER", and UMB Bank, n.a., a national banking association with its principal payment office in Kansas City, Missouri, in its capacity as paying agent and registrar, hereinafter called the "AGENT".

WHEREAS, the ISSUER has issued, or is currently in the process of issuing, pursuant to an ordinance, resolution, order, final terms certificate, notice of sale or other authorizing instrument of the governing body of the ISSUER, hereinafter collectively called the "Bond Document" certain bonds, certificates, notes and/or other debt instruments, more particularly described as \$4,000,000 General Obligation Conservation Bonds, Series 2025 hereinafter called the "Bonds"; and

WHEREAS, pursuant to the Bond Document, the ISSUER has designated and appointed the AGENT as agent to perform registrar and paying agent services, to wit: establishing and maintaining a record of the owners of the Bonds, effecting the transfer of ownership of the Bonds in an orderly and efficient manner, making payments of principal and interest when due pursuant to the terms and conditions of the Bonds, and for other related purposes; and

WHEREAS, the AGENT has represented that it possesses the necessary qualifications and maintains the necessary facilities to properly perform the required services as such registrar and paying agent and is willing to serve in such capacities for the ISSUER;

NOW THEREFORE, in consideration of mutual promises and covenants herein contained the parties agree as follows:

1. The ISSUER has designated and appointed the AGENT as registrar and paying agent of the Bonds pursuant to the Bond Document, and the AGENT has accepted such appointment and agrees to provide the services set forth therein and herein.
2. The ISSUER agrees to deliver or cause to be delivered to the AGENT a transcript of the proceedings related to the Bonds to contain the following documents:
 - a) A copy of the Bond Document, and the consent or approval of any other governmental or regulatory authority, required by law to approve or authorize the issuance of the Bonds;
 - b) A written opinion by an attorney or by a firm of attorneys with a nationally recognized standing in the field of municipal bond financing, and any supporting or supplemental opinions, to the effect that the Bonds and the Bond Document have been duly authorized and issued by, are legally binding upon and are enforceable against the ISSUER;
 - c) A closing certificate of the ISSUER, a closing certificate and/or receipt of the purchaser(s) of the Bonds, and such other documents related to the issuance of the Bonds as the AGENT reasonably deems necessary or appropriate; and
 - d) Unless Paragraph 20 hereof is applicable, in addition to the transcript of proceedings a reasonable supply of blank Bond certificates bearing the manual or facsimile signatures of

officials of the ISSUER authorized to sign certificates and, if required by the Bond Document, impressed with the ISSUER's seal or facsimile thereof, to enable the AGENT to provide Bond Certificates to the holders of the Bonds upon original issuance or the transfer thereof.

The foregoing documents may be subject to the review and approval of legal counsel for the AGENT. Furthermore, the ISSUER shall provide to the AGENT prompt written notification of any future amendment or change in respect of any of the foregoing, together with such documentation as the AGENT reasonably deems necessary or appropriate.

3. Unless Paragraph 20 hereof is applicable, Bond certificates provided by the ISSUER shall be printed in a manner to minimize the possibility of counterfeiting. This requirement shall be deemed satisfied by use of a certificate format meeting the standard developed by the American National Standards Committee or in such other format as the AGENT may accept by its authentication thereof. The AGENT shall have no responsibility for the form or contents of any such certificates. The ISSUER shall, while any of the Bonds are outstanding, provide a reasonable supply of additional blank certificates at any time upon request of the AGENT. All such certificates shall satisfy the requirements set forth in Paragraphs 2(d) and 3.

4. The AGENT shall initially register and authenticate, pursuant to instructions from the ISSUER and/or the initial purchaser(s) of the Bonds, one or more Bonds and shall enter into a Bond registry record the certificate number of the Bond and the name and address of the owner. The AGENT shall maintain such registry of owners of the Bonds until all the Bonds have been fully paid and surrendered. The initial owner of each Bond as reflected in the registry of owners shall not be changed except upon transfers of ownership and in accordance with procedures set forth in the Bond Document or this Agreement.

5. Transfers of ownership of the Bonds shall be made by the AGENT as set forth in the Bond Document. Absent specific guidelines in the Bond Document, transfers of ownership of the Bonds shall be made by the AGENT only upon delivery to the AGENT of a properly endorsed Bond or of a Bond accompanied by a properly endorsed transfer instrument, accompanied by such documents as the AGENT may deem necessary to evidence the authority of the person making the transfer, and satisfactory evidence of compliance with all applicable laws relating to the collection of taxes. The AGENT reserves the right to refuse to transfer any Bond until it is satisfied that each necessary endorsement is genuine and effective, and for that purpose it may require guarantees of signatures in accordance with applicable rules of the Securities and Exchange Commission and the standards and procedures of the AGENT, together with such other assurances as the AGENT shall deem necessary or appropriate. The AGENT shall incur no liability for delays in registering transfers as a result of inquiries into adverse claims or for the refusal in good faith to make transfers which it, in its judgment, deems improper or unauthorized. Upon presentation and surrender of any duly registered Bond and satisfaction of the transferability requirements, the AGENT shall (a) cancel the surrendered Bond; (b) register a new Bond(s) as directed in the same aggregate principal amount and maturity; (c) authenticate the new Bond(s); and (d) enter the transferee's name and address, together with the certificate number of the new Bond(s), in its registry of owners.

6. The AGENT may deliver Bonds by first class, certified, or registered mail, or by courier.

7. Ownership of, payment of the principal amount of, redemption premium, if any, and interest due on the Bonds and delivery of notices shall be subject to the provisions of the Bond Document, and for all other purposes. The AGENT shall have no responsibility to determine the beneficial owners of any Bonds and shall owe no duties to any such beneficial owners. Upon written request and reasonable notice from the ISSUER, the AGENT will mail, at the ISSUER's expense, notices or other communications from the ISSUER to the holders of the Bonds as recorded in the registry maintained by the AGENT.

8. Unless the Bond Document provides otherwise, the ISSUER shall, without notice from or demand of the AGENT, provide to the AGENT funds that are immediately available at least one business day prior to the relevant interest and/or principal payment date, sufficient to pay on each interest payment date and each principal payment date, all interest and principal then payable under the terms and provisions of the Bond Document and the Bonds. The AGENT shall have no responsibility to make any such payments to the extent ISSUER has not provided sufficient immediately available funds to AGENT on the relevant payment date. Unless the Bond Document provides otherwise, in the event that an interest and/or principal payment date shall be a date that is not a business day, payment may be made on the next succeeding business day and no interest shall accrue. The term "business day" shall include all days except Saturdays, Sundays and legal holidays recognized by the Federal Reserve Bank of Kansas City, Missouri.

9. Unless otherwise provided in the Bond Document and subject to the provisions of Paragraph 12 hereof, to the extent that the ISSUER has made sufficient funds available to it, the AGENT will pay to the record owners of the Bonds as of any record date (as specified in the Bond certificate or Bond Document) the interest due thereon as of the related interest payment date or any redemption date and, will pay upon presentation and surrender of such Bond at maturity or earlier date of redemption to the owner of any Bond, the principal or redemption amount of such Bond.

10. The AGENT may make a charge against any Bond owner sufficient for the reimbursement of any governmental tax or other charge required to be paid for any reason, including, but not limited to, failure of such owner to provide a correct taxpayer identification number to the AGENT. Such charge may be deducted from an interest or principal payment due to such owner.

11. Unless payment of interest, principal, and redemption premium, if any, is made by electronic transfer all payments will be made by check or draft and mailed to the last address of the owner as reflected on the registry of owners, or to such other address as directed in writing by the owner. In the event of payment of interest, the principal amount of and redemption premium, if any, by electronic transfer, the AGENT shall make payment by such means, at the expense of the ISSUER, pursuant to written instructions from the owner.

12. Subject to the provisions of the Bond Document, the AGENT may pay at maturity or redemption or issue new certificates to replace certificates represented to the AGENT to have been lost, destroyed, stolen or otherwise wrongfully taken, but first may require the Bond owner to pay a replacement fee, to furnish an affidavit of loss, and/or furnish either an indemnity bond or other indemnification satisfactory to the AGENT indemnifying the ISSUER and the AGENT.

13. The AGENT shall comply with the provisions, if any, of the Bond Document and the rules of the Securities and Exchange Commission pertaining to the cancellation and retention of Bond certificates and the periodic certification to the ISSUER of the cancellation of such Bond certificates. In the event that the ISSUER requests in writing that the AGENT forward to the ISSUER the cancelled Bond certificates, the ISSUER agrees to comply with the foregoing described rules. The AGENT shall have no duty to retain any documents or records pertaining to this Agreement, the Bond Document or the Bonds any longer than eleven years after final payment on the Bonds, unless otherwise required by the rules of the Securities and Exchange Commission or other applicable law.

14. In case of any request or demand for inspection of the registry of owners or other related records maintained by the AGENT, the AGENT may be entitled to receive appropriate instructions from the ISSUER before permitting or refusing such inspection. The AGENT reserves the right, however, to only permit such inspection at a location and at such reasonable time or times designated by the AGENT.

15. The AGENT is authorized to act on the order, directions or instructions of such officials as the governing body of ISSUER as the ISSUER by resolution or other proper action shall designate. The AGENT shall be protected in acting upon any paper or document believed by it to be genuine and to have been signed by the proper official(s), and the ISSUER shall promptly notify AGENT in writing of any change in the identity or authority of officials authorized to sign Bond certificates, written instructions or requests. If not so provided in the Bond Document, if any official whose manual or facsimile signature appears on blank Bond certificates shall die, resign or be removed from office or authority before the authentication of such certificates by the AGENT, the AGENT may nevertheless issue such certificates until specifically directed to the contrary in writing by the ISSUER.

16. The AGENT shall provide notice(s) to the owners of the Bonds and such depositories, banks, brokers, rating agencies, information services, repositories, or publications as required by the terms of the Bond Document and to any other entities that request such notice(s) and, if so directed in such other manner and to such other parties as the ISSUER shall so direct in writing and at the expense of the ISSUER.

17. The ISSUER shall compensate the AGENT for the AGENT's ordinary services as paying agent and registrar and shall reimburse the AGENT for all ordinary out-of-pocket expenses, charges, advances, counsel fees and other costs incurred in connection with the Bonds, the Bond Document and this Agreement as set forth in the Exhibit A or as otherwise agreed to by the ISSUER and AGENT in writing. In addition, should it become necessary for the AGENT to perform extraordinary services, the AGENT shall be entitled to extra compensation therefor and reimbursement for any out-of-pocket extraordinary costs and expenses, including, but not limited to, attorneys' fees.

18. The AGENT may resign, or be removed by the ISSUER, as provided in the Bond Document, or, if not so provided in the Bond Document, upon thirty days written notice to the other. Upon the effective date of resignation or removal, all obligations of the AGENT hereunder shall cease and terminate. In the event of resignation or removal, the AGENT shall deliver the registry of owners and all related books and records in accordance with the written instructions of the ISSUER or any successor agent designated in writing by the ISSUER within a reasonable period following the effective date of its removal or resignation.

19. Whenever in the performance of its duties as AGENT hereunder, under the Bond Document or under the Bonds the AGENT shall deem it desirable that a matter be proved or established prior to taking, suffering or omitting any action hereunder, under the Bond Document or under the Bonds, the AGENT may consult with legal counsel, including, but not limited to, legal counsel for the ISSUER, with respect to any matter in connection with this Agreement and it shall not be liable for any action taken or omitted by it in good faith in reliance upon the advice or opinion of such counsel.

20. In the event that the Bond Document provides that the initial registered owner of all of the Bond certificates is or may be the Depository Trust Company, or any other securities depository or registered clearing agency qualified under the Securities and Exchange Act of 1934, as amended (a "Securities Depository"), none of the beneficial owners will receive certificates representing their respective interest in the Bonds. Except to the extent provided otherwise in the Bond Document, the following provisions shall apply:

- a) The registry of owners maintained by the AGENT will reflect as owner of the Bonds only the Securities Depository or its nominee, until and unless the ISSUER authorizes the delivery of Bond certificates to the beneficial owners as described in subsection (d) below.
- b) It is anticipated that during the term of the Bonds, the Securities Depository will make book-entry transfers among its participants and receive and transmit payments of principal and interest on the Bonds to the participants, unless and until the ISSUER authorizes the delivery of Bonds to the beneficial owners as described in subsection (d) below.
- c) The ISSUER may at any time, in accordance with the Bond Document, select and appoint a successor Securities Depository and shall notify the AGENT of such selection and appointment in writing.
- d) If the ISSUER determines that the holding of the Bonds by the Securities Depository is no longer in the best interests of the beneficial owners of the Bonds, then the AGENT, at the written instruction and expense of the ISSUER, shall notify the beneficial owners of the Bonds by first class mail of such determination and of the availability of certificates to owners requesting the same. The AGENT shall register in the names of and authenticate and deliver certificates representing their respective interests in the Bonds to the beneficial owners or their nominees, in principal amounts and maturities representing the interest of each, making such adjustments as it may find necessary or appropriate as to accrued interest and previous calls for redemption. In such event, all references to the Securities Depository herein shall relate to the period of time when at least one Bond is registered in the name of the Securities Depository or its nominee. For the purposes of this paragraph, the AGENT may conclusively rely on information provided by the Securities Depository and its participants as to principal amounts held by and the names and mailing addresses of the beneficial owners of the Bonds, and shall not be responsible for any investigation to determine the beneficial owners. The cost of printing certificates for the Bonds and expenses of the AGENT shall be paid by the ISSUER.

21. The AGENT shall incur no liability whatsoever in taking or failing to take any action in accordance with the Bond Document, and shall not be liable for any error in judgment made in good faith by an officer or employee of the AGENT unless it shall be proved the AGENT was negligent in ascertaining the pertinent facts or acted intentionally in bad faith. The AGENT shall not be under any

obligation to prosecute or defend any action or suit in connection with its duties under the Bond Document or this Agreement or in respect of the Bonds, which, in its opinion, may involve it in expense or liability, unless satisfactory security and indemnity is furnished to the AGENT (except as may result from the AGENT's own negligence or willful misconduct). To the extent permitted by law, the ISSUER agrees to indemnify the AGENT for, and hold it harmless against, any loss, liability, or expense incurred without negligence or bad faith on its part, arising out of or in connection with its acceptance or administration of its duties hereunder, including the cost and expense against any claim or liability in connection with the exercise or performance of any of its powers or duties under this Agreement. To the extent that the ISSUER may now or hereafter be entitled to claim, for itself or its assets, immunity from suit, execution, attachment (before or after judgment) or other legal process, the ISSUER irrevocably agrees not to claim, and it hereby waives, such immunity in connection with any suit or other action brought by the AGENT to enforce the terms of the Bond Document or this Agreement. The AGENT shall only be responsible for performing such duties as are set forth herein, required by the Bond Document, or otherwise agreed to in writing by the AGENT.

22. It is mutually understood and agreed that, unless otherwise provided in the Bonds or Bond Document, this Agreement shall be governed by the laws of the State of Iowa, both as to interpretation and performance.

23. It is understood and agreed by the parties that if any part, term, or provision of this Agreement is held by the courts to be illegal or in conflict with any applicable law, regulation or rule, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

24. The name "UMB Bank, n.a." shall include its successor or successors, any surviving corporation into which it may be merged, any new corporation resulting from its consolidation with any other corporation or corporations, the successor or successors of any such surviving or new corporation, and any corporation to which the corporate trust business of said Bank may at any time be transferred.

25. All notices, demands, and requests required or permitted to be given to the ISSUER or AGENT under the provisions hereof must be in writing and shall be deemed to have been sufficiently given, upon receipt if (i) personally delivered, (ii) sent by email or electronic means and confirmed by phone or (iii) mailed by registered or certified mail, with return receipt requested, delivered as follows:

If to AGENT: UMB Bank, n.a.
Attn: Corporate Trust & Escrow Services
7155 Lake Drive, Suite 120
West Des Moines, Iowa 50266

If to ISSUER: Story County, Iowa
Attn: County Auditor
Story County Courthouse
900 6th Street
Nevada, IA 50201

26. The parties hereto agree that the transactions described herein may be conducted and related documents may be sent, received or stored by electronic means. Copies, telecopies, facsimiles, electronic files and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

27. In order to comply with provisions of the USA PATRIOT Act of 2001, as amended from time to time, and the Bank Secrecy Act, as amended from time to time, the AGENT may request certain information and/or documentation to verify confirm and record identification of persons or entities who are parties to this Agreement.

28. If the Bonds are eligible for receipt of any U.S. Treasury Interest Subsidy and if so directed by the Bond Document or, as agreed to in writing between the ISSUER and the AGENT, the AGENT shall comply with the provisions, if any, relating to it as described in the Bond Document or as otherwise agreed upon in writing between the ISSUER and the AGENT. The AGENT shall not be responsible for completion of or the actual filing of Form 8038-CP (or any successor form) with the IRS or any payment from the United States Treasury in accordance with §§ 54AA and 6431 of the Code.

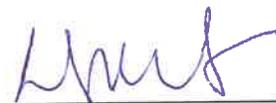
IN WITNESS WHEREOF, the parties hereto have, by their duly authorized signatories, set their respective hands on the Dated Date.

STORY COUNTY, IOWA



Chairperson, Board of Supervisors

Attest:



County Auditor

UMB BANK, N.A., as PAYING AGENT/REGISTRAR

By: _____
Authorized Signatory



PAYING AGENT, BOND REGISTRAR AND TRANSFER AGENT FEE SCHEDULE

ADMINISTRATION

- | | |
|--------------------------------------|----------------------------|
| • Book Entry Bonds | \$300 initial/\$600 annual |
| • Registered/Private Placement Bonds | \$750 initial/\$600 annual |

* Initial Fees charged at Closing

* Annual Fees charged in arrears month of closing

ADDITIONAL SERVICES

- | | |
|-------------------------------------|------------------------------|
| • Placement of CDs or Sinking Funds | \$500 per set up/outside UMB |
| • Late Payments | \$100 |
| • Optional or Partial Redemption | \$300 |
| • Mandatory Redemption | \$100 |
| • Early Termination/Full Call | \$500 |
| • Paying Costs of Issuance | \$500 one-time fee |

SERVICES AVAILABLE UPON REQUEST

- | | |
|-----------------------|----------------|
| • Dissemination Agent | \$1,000 annual |
|-----------------------|----------------|

CHANGES IN FEE SCHEDULE

UMB Bank, N.A. reserves the right to renegotiate this fee schedule

Reasonable charges will be made for additional services or reports not contemplated at the time of execution of the Agreement or not covered specifically elsewhere in this schedule. Extraordinary out-of-pocket expenses will be charged at cost. However, this does not include ordinary out-of-pocket expenses such as normal postage and supplies, which are included in the annual fees quoted above.

LOAN AGREEMENT

This Loan Agreement is entered into as of December 22, 2025, by and between Story County, Iowa (the "County"), and Luana Savings Bank, Luana, Iowa (the "Lender"). The parties agree as follows:

1. The Lender shall loan to the County the sum of \$4,000,000, and the County's obligation to repay hereunder shall be evidenced by the issuance of a General Obligation Conservation Bonds, Series 2025 in the principal amount of \$4,000,000 (the "Bonds").

2. The County has adopted a resolution on December 9, 2025 (the "Resolution") authorizing and approving this Loan Agreement and providing for the issuance of the Bonds and the levy of taxes to pay the principal of and interest on the Bonds for the purpose or purposes set forth in the Resolution. The Resolution is incorporated herein by reference, and the parties agree to abide by the terms and provisions of the Resolution. In and by the Resolution, provision has been made for the levy of a sufficient continuing annual tax on all the taxable property within the County for the payment of the principal of and interest on the Bonds as the same will respectively become due.

3. The Bonds, in substantially the form set forth in the Resolution, shall be executed and delivered to or on behalf of the Lender to evidence the County's obligation to repay the amounts payable hereunder. The Bonds shall be dated December 22, 2025, shall bear interest, shall be payable as to principal on the dates and in the amounts, shall be subject to prepayment prior to maturity and shall contain such other terms and provisions as provided in the Bonds and the Resolution.

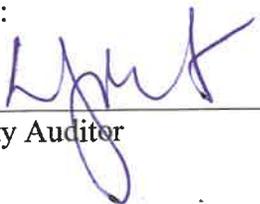
4. This Loan Agreement is executed pursuant to the provisions of Section 331.402 of the Code of Iowa and shall be read and construed as conforming to all provisions and requirements of the statute.

IN WITNESS WHEREOF, we have hereunto affixed our signatures all as of the date first above written.

STORY COUNTY, IOWA

By 
Chairperson, Board of Supervisors

Attest:


County Auditor

LUANA SAVINGS BANK
Luana, Iowa

By _____
(Signature)

(Print Name and Title)

MINUTES TO PROVIDE FOR ISSUANCE
OF BONDS

4437782-13

Nevada, Iowa

December 9, 2025

The Board of Supervisors of Story County, Iowa, met on December 9, 2025, at 10 o'clock a.m., at the Story County Administration Building, 900 6th Street, Nevada, Iowa.

The meeting was called to order by the Chairperson, and the roll being called, the following named Supervisors were present and absent:

Present: Lisa Heddens, Latifah Faisal

Absent: Linda Murken

After due consideration and discussion, Supervisor Faisal introduced the resolution hereinafter next set out and moved that the resolution be adopted, seconded by Supervisor Heddens. After due consideration, the Chairperson put the question on the motion and the roll being called, the following named Supervisors voted:

Ayes: Faisal, Heddens

Nays: None

Whereupon, the Chairperson declared the resolution duly adopted, as hereinafter set out.

ATTESTATION/ COUNTY FILING CERTIFICATE

STATE OF IOWA

SS:

STORY COUNTY

I, the undersigned, County Auditor of Story County, do hereby certify that as such County Auditor I have in my possession or have access to the complete records of the County and of its Board of Supervisors and officers and that I have carefully compared the transcript hereto attached with the aforesaid records and that the transcript hereto attached is a true, correct and complete copy of all the records in relation to the adoption of a resolution authorizing a certain Loan Agreement and providing for the issuance of \$4,000,000 General Obligation Conservation Bonds, Series 2025 and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

I further certify that no appeal has been taken to the District Court from the decision of the Board of Supervisors to enter into the 2025 Loan Agreement, to issue the Bonds or to levy taxes to pay the principal of and interest on the Bond.

I further certify that the taxes provided for in that resolution will in due time, manner and season be entered on the State and County tax lists of this County for collection in the fiscal year beginning July 1, 2026.

WITNESS MY HAND this 9th day of December 2025.



County Auditor

**STORY COUNTY CONSERVATION
QUARTERLY REPORT
December 9, 2025
Michael D. Cox, Conservation Director**

Hickory Grove Park Lagoon Abandonment/ Walleye Rearing Pond

- Problems with disposing of sludge has delayed the project.
- The Walleye Rearing Pond grant has been extended to 2027.

Water Quality

- Coordination continues with Years 3, 4, and 5 of the Edge of Field program. Year 2 has been completed with includes bioreactors or saturated buffers on 37 outlets treating over 600 acres of drainage. Year 6 will start this winter with outreach and will include landowners in the Keigley and Long Dick Creek watersheds, heading into Hamilton County.
- In partnership with the Iowa Soybean Association, National Fish and Wildlife, and Iowa Dept. of Agriculture, we are moving forward with oxbow restorations at Wick Wildlife Area and at Carroll Prairie.
- The water monitoring program is still going strong with over 50 volunteers testing. We are at the end of year 5 of the monitoring plan. All reports and data can be found on our website.

Prairie Valley Preserve

- CUP for shelter construction has been obtained. The shelter will be constructed in the spring.

Hickory Grove Park

- CUP for construction of maintenance lean-to has been obtained. The lean-to will be constructed this winter.

Heart of Iowa Nature Trail

- Phase 7A enhancements underway at Collins and near Maxwell. Most of the work has been completed.

Educational Programming

- SCC partnered with the University of Iowa to offer *School of the Wild* for Gilbert 6th grade. This is the second year SCC worked with Gilbert CSD.
 - School of the Wild is a statewide initiative to increase outdoor learning experiences for elementary and middle school students across Iowa. The University of Iowa's College of Education in partnership with Iowa schools, County Conservation Boards, and many other local conservation organizations across the state work together to bring School of the Wild to students. School of the Wild strives to provide all students with a week-long meaningful, outdoor learning experience that develops a sense of awareness and appreciation for the natural world, and in turn, leads them to act with positive stewardship for all things wild.
 - This is the third year SCC provided onsite learning experiences for the United Community School utilizing their outdoor learning space prairie.
 - SCC loaned kayaks, tents, and dutch ovens to the Ames High physical education program to teach an outdoor recreation class as part of their PE offerings. SCC naturalists helped the PE teacher develop the unit. This is the third year for this partnership.
 - Normal countywide school and public programming is underway
 - A new classroom program, Symbolic Monarch Migration was heavily requested this year by county 3rd grade teachers. The students learn about the life cycle and annual migration of monarch butterflies. and participate in an international project by creating butterflies to send to students in Mexico. Their butterflies will overwinter in Mexico and will be sent back north in the spring. We will discuss how protecting these butterflies is a joint effort between Canada, Mexico, and the United States

- We received used archery targets from Ames Middle School and were able to refurbish them with new target covers. We also received 12 reconditioned Genesis bows from the IA DNR.

Natural Resources

- Oak Wilt is spreading at Hickory Grove Park. Staff are working with IDNR staff to develop a containment plan.
- Conservation Corps of Iowa have removed honeysuckle from the ravine at Deppe Family Conservation Area
- A contractor has removed undesired brush at Doolittle Prairie – Funded by DNR Wildlife Diversity Habitat Management Grant
- Staff have conducted site preparation for future FY26 & FY27 prairie seedings
- Prairie seed harvest is complete – mechanical, hand collection, & production plot

Personnel and Administration

- Seasonal job announcements will be publicized soon

Story County Land and Water Legacy Bond

- Design is underway for Hannum’s Mill Dam Mitigation.
- Design is underway for the Dakins Lake cabin.
- Civil design is underway for the Deppe Family Conservation Area. Design will include parking area, shelter and associated trailhead facilities. We are awaiting a grant agreement from the Land and Water Conservation Fund (a state pass through federal funding program)
- Construction is underway for oxbow restorations at Carroll Prairie and Wicks Wildlife Area
- Design is underway for the Hickory Grove Park Beach improvements to mitigate e-coli and improve user amenities. Grant funding has been received for design services. Design effort will include universal design. Focus groups with area stakeholders are underway.
- Design is underway on the CJ Schrek Water Trail Access. Grant funding has been received for design services.
- Design is underway for the Tedesco Environmental Learning Corridor shelter and parking lot.
- We received the Story County Community Foundation Impact Grant. The funds will go toward Deppe Conservation Area development and the Hickory Grove Beach Improvement project.

Select Upcoming Events

While snow lasts, we have \$5 snowshoe rental at McFarland Park, Monday -Friday 8:30am - 4:30pm.

December 20 – Holiday Creations, 1:00pm – 3:30pm

Create handmade crafts. Woodburning tree cookie ornament, pinecone gnome ornament, and hand-painted welcome board.

December 22- Hidden Candy Cane Hike, Noon – 4:00pm

Bring the whole family out on the trails at McFarland Park in search of hidden candy canes. This is a self-guided hike, so you can come and go at any time between noon – 4pm. Come inside the nature center to check-in.

For a complete list of events please see: <https://www.storycountyiowa.gov/1579/Conservation-Parks>